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EMERGENCY MANAGEMENT DIVISION
Michigan Department of State Police



Hazard Mitigation Grant Handbook



**A GUIDEBOOK TO THE FOLLOWING MITIGATION GRANT
PROGRAMS:**

- **HAZARD MITIGATION GRANT PROGRAM (HMGP)**

- **FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP)**
- **PRE-DISASTER MITIGATION PROGRAM (PDMP)**

HAZARD MITIGATION GRANT HANDBOOK

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September 27, 2002

PURPOSE OF THIS HANDBOOK

This document, EMD Publication 920 (Hazard Mitigation Grant Handbook), consolidates all relevant grant management information for the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMAP), and Pre-Disaster Mitigation Program (PDMP) into a single, comprehensive guidance document. This document **replaces** EMD Publication 905 (Hazard Mitigation Grant Program Applicant Handbook), and EMD Publication 916 (Flood Mitigation Assistance Program Applicant Handbook), both dated August 1999. Please discard these old publications, as they are no longer valid.

The HMGP, FMAP and PDMP have many commonalities related to grant management and program implementation. Much of the information presented in this document pertains to all three of the grant programs. However, some sections or forms are for one program only. In those instances, the section or form has been color-coded as follows in the table of contents and text for ease of reference:

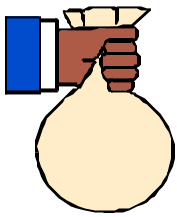
Hazard Mitigation Grant Program (HMGP) instructions and forms have been color-coded yellow.

Flood Mitigation Assistance Program (FMAP) instructions and forms have been color-coded blue.

Pre-Disaster Mitigation Program (PDMP) instructions and forms have been color-coded green.

This document and all relevant program forms can be accessed via the EMD/MSP web site at www.mspeemd.org. Please direct questions pertaining to this document or any of the grant programs to Matt Schnepf of the EMD/MSP Mitigation Unit at (517) 336-2040, e-mail at schnepfm1@michigan.gov.

HAZARD MITIGATION ASSISTANCE AVAILABLE THROUGH THE EMD/MSP...



The Need for Hazard Mitigation Assistance. Hazard mitigation is any action taken before, during, or after a disaster to permanently eliminate or reduce the long-term risk to human life and property from natural and technological hazards. It is an essential element of emergency management, along with preparedness, response, and recovery. When successful, mitigation will lessen the need for a community to respond to succeeding hazards events; that is, incidents will remain incidents and not become disasters.

Hazard mitigation strives to reduce the impact of hazards on people and property through the coordination of resources, programs, and authorities and the application of appropriate regulatory, administrative and engineering approaches to produce a more disaster resistant community. At the very least, affected communities should not contribute to the increasing severity of hazard related problems by allowing repairs and reconstruction to be completed in such a way as to simply restore damaged property as quickly as possible to pre-disaster conditions. Such efforts expedite a return to “normalcy,” but replication of vulnerable pre-disaster conditions results in a cycle of damage, reconstruction, and damage again.

Hazard mitigation helps ensure that such cycles are broken, that post-disaster repairs and reconstruction take place after damages are analyzed, and that more disaster resistant conditions are produced.

Project Selection by the Michigan Hazard Mitigation Coordinating Council (MHMCC). All hazard mitigation grants administered through the EMD/MSP fall under the purview of the Michigan Hazard Mitigation Coordinating Council, a body created by Governor Engler in Executive Order 1998-5, signed July 29, 1998. The MHMCC – composed of representatives of several state agencies as well as the property and casualty insurance industry, the planning industry, and local emergency management – is responsible for making recommendations regarding the identification, solicitation, review, prioritization and selection of hazard mitigation projects for funding under the programs that the EMD/MSP administers. This includes three of the primary pre- and post-disaster mitigation programs described below – the Hazard Mitigation Grant Program (HMGP), the Flood Mitigation Assistance Program (FMAP), and the Pre-Disaster Mitigation Program (PDMP). The MHMCC recommends FMAP and PDMP projects on an annual basis, while HMGP projects are recommended subsequent to a Presidential Major Disaster Declaration. (See the individual program descriptions below for additional information.) Final selection of projects for funding consideration rests ultimately with the EMD/MSP and the MHMCC Chair.

Hazard Mitigation Assistance Under the Stafford Act. Several programs under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended by the Disaster Mitigation Act of 2000) provide hazard mitigation assistance to state and local governments, and to individuals. A Presidential

“Major Disaster” Declaration is required to activate these programs. The programs that can provide mitigation assistance are:

Hazard Mitigation Grant Program (HMGP)

Section 404 of the Stafford Act establishes the Hazard Mitigation Grant Program to fund state and local post-disaster mitigation measures. Under the HMGP, the Federal Emergency Management Agency (FEMA) may contribute up to 75% of the cost of hazard mitigation measures that are determined to be cost-effective, and that substantially reduce the risk of future damage, hardship, loss, or suffering in the declared area. Total contributions under the HMGP for a Major Disaster are equal to 15% of the estimated aggregate amount of individual and public assistance grants to be made (less any associated administrative costs) under the Stafford Act. For example, if the total estimated aggregate amount of grants to be made is \$20 million, then 15% of that amount, or \$3 million, would be available under the HMGP to fund post-disaster mitigation measures. (The HMGP amount can be raised to 20% if certain planning and administrative measures have been taken by the State prior to the declaration.) The non-federal contribution equals 25%. (Note: Unless by special appropriation of the Michigan Legislature, no state funds will be used for the 25% match.)

Mitigation Planning Requirement

The Disaster Mitigation Act of 2000, which amended the Stafford Act, requires that communities develop a hazard mitigation plan as a condition of receiving funding assistance under the HMGP. Interim Final Rules published on February 26, 2002, Section 201.6, stipulate “For disasters declared after November 1, 2003, a local government must have a mitigation plan approved pursuant to this section in order to receive HMGP project grants. Until November 1, 2003, local mitigation plans may be developed concurrent with the implementation of the project grant.” To help communities in meeting this planning mandate, the EMD/MSP (in coordination with local emergency management offices) has initiated a statewide hazard mitigation planning project funded under the HMGP for Federal Disaster 1346-DR. Mitigation plans are being developed in all Michigan counties and the major municipalities, with completion projected in late 2003 or early 2004.

HMGP Administration

The EMD/MSP administers the HMGP in Michigan in accordance with the provisions set forth in the “State of Michigan Administrative Plan for the Hazard Mitigation Grant Program,” a document reviewed and approved by FEMA after each Presidential Major Disaster Declaration. As indicated above, project identification, review, prioritization and selection recommendations are the responsibility of the MHMCC in accordance with Executive Order 1998-5. Final selection of projects for funding consideration ultimately rests with the EMD/MSP and the MHMCC Chair.

Although HMGP funds are available on a statewide basis, the MHMCC reserves the right to allocate a portion of, or all, available HMGP funds to the declared area, to a specific jurisdiction or state agency, or to a specific type of project. The MHMCC will make this determination on a declaration by declaration basis, according to the State’s needs and the mitigation opportunities available at the time.

Hazard mitigation measures funded under the HMGP may be localized, regional, or statewide in nature and scope. Mitigation opportunities can be identified through the damage assessment process, through local

and/or state mitigation plans, through disaster case studies and after-action reports, and through the Mitigation Strategy developed for the declared disaster by the EMD/MSP.

Public Assistance Grant Program

The Public Assistance Grant Program (PAGP), under Section 406 of the Stafford Act, provides assistance for the repair, restoration, or replacement damaged public facilities. Cost-effective mitigation measures are an eligible cost under this program, including the cost of bringing a facility up to minimum codes and standards (if the codes and standards are in place before FEMA approves a grant for the project). The FEMA Regional Director may also authorize hazard mitigation measures for public assistance projects that are not required by applicable codes and standards, if the measures are in the public interest.

Mitigation measures are identified in the Project Formulation and Project Review processes. Local, state, and federal personnel involved in Project Formulation and Project Review can recommend that mitigation measures be incorporated into the repair or replacement of a structure. FEMA officials may require that certain mitigation measures be incorporated into the repair or replacement of similarly damaged structures when Project Worksheets (PWs) indicate a broad-based problem.

Mitigation measures required under the PAGP are funded on a 75% Federal / 12 1/2% state / 12 1/2% local basis. Refer to EMD/MSP Publication 903, “Public Assistance Grant Program Applicant Handbook,” for additional information on incorporating mitigation measures in public assistance projects.

Individuals and Households (I & H) Program

The Housing Assistance component of the Individuals and Households Program under Section 408 of the Stafford Act can provide grants to homeowners to repair or restore their damaged residence to a habitable condition after a Major Disaster. This program is generally available only to those owner-occupied private residential structures that are capable of being restored quickly to a habitable condition. A portion of these repair grants can be used to fund hazard mitigation measures designed to protect the home from the threat of more damage. Examples of mitigation measures could include elevating and floodproofing furnaces and other mechanical systems, installing sump pumps, or additional wind bracing. Funding is provided at 100% federal share.

Application for the I & H Program is normally done via a toll-free FEMA telephone number. The FEMA representative will guide the applicant through the registration process over the phone. FEMA housing inspectors will then visit the damaged home to estimate the amount of uninsured damages incurred and the items eligible for federal assistance. The housing inspector will also determine if mitigation measures are appropriate for the structure and the situation. The EMD/MSP is not involved directly in this process, although it does advocate for the affected areas and individuals through the involved FEMA individual assistance officers.

Pre-Disaster Mitigation Assistance. The two major pre-disaster mitigation programs that the EMD/MSP administers include the Flood Mitigation Assistance Program (FMAP) and the Pre-Disaster Mitigation Program (PDMP). As indicated above, these programs fall under the administrative oversight of the MHMCC, which is responsible for project identification, solicitation, review, prioritization and selection

recommendations. The MHMCC recommends projects for funding under the FMAP and PDMP on an annual basis, based on EMD/MSP staff recommendations. Following are brief synopses of each program:

Flood Mitigation Assistance Program (FMAP)

The Flood Mitigation Assistance Program was created in 1994 under the Reigle Community Development and Regulatory Improvement Act – commonly known as the National Flood Insurance Reform Act. The purpose of the FMAP is to provide assistance to States and communities for activities that will reduce the risk of flood damage to structures insurable under the National Flood Insurance Program (NFIP).

Mitigation measures funded under the FMAP are done so on a 75% federal / 25% non-federal basis. Up to half of the 25% non-federal share, or 12.5%, may be from in-kind contributions from third parties. (Note: Unless by special appropriation of the Michigan Legislature, no state funding will be used for the 25% match.) Contributions of other state agencies may be used as an in-kind contribution toward the 25% match.

Types of FMAP Grants

There are three types of grants available under the FMAP:

- **Planning Grants** are awarded to assist local communities in developing flood mitigation plans. Under Section 1336 of the Act, a FEMA approved flood mitigation plan is required in order for the community to receive an FMAP Project Grant.
- **Project Grants** are awarded to fund eligible flood mitigation projects. FEMA encourages the State to assist local communities in prioritizing mitigation activities outlined in their flood mitigation plan and to fund projects that will greatly reduce the risk of flood damage to buildings, manufactured homes and other NFIP-insurable structures. Mitigation of substantially damaged and repetitive loss structures is a high priority. (Note: communities that do not have a FEMA approved flood mitigation plan are NOT eligible for FMAP Project Grants.)
- **Technical Assistance Grants** are awarded to assist the State in providing technical assistance to applicants in applying for the program or implementing approved projects.

Pre-Disaster Mitigation Program (PDMP)

The Pre-Disaster Mitigation Program was established in the Disaster Mitigation Act of 2000 as a state administered, cost sharing program that provides funding for mitigation planning and cost effective mitigation projects that help reduce injuries, loss of life, and damage and destruction of property. FEMA will contribute up to 75% of the cost of approved activities. The remaining 25% must be provided by a non-federal source. Grants awarded to small and impoverished communities may receive a federal cost share of up to 90% of the project cost. (Note: Unless by special appropriation of the Michigan Legislature, no state funding will be used for the 25% match.) Contributions of other state agencies may be used as an in-kind contribution toward the 25% match.

Communities applying for PDMP funds for “brick and mortar” type projects must have a FEMA approved hazard mitigation plan in place. Communities without such plans in place will only be eligible for funding to complete a FEMA approved hazard mitigation plan.

Other Hazard Mitigation Assistance Programs. EMD/MSP Publication 207A, “Funding Sources for Hazard Mitigation,” provides a comprehensive “roadmap” to the many governmental and private sector funding programs and mechanisms in place that can be used to assist in implementing hazard mitigation projects and initiatives in local communities. The document points the way to detailed information sources available to anyone via the Internet, such as the Catalog of Federal Domestic Assistance, federal and state agency web sites, and private philanthropic organization web sites. It should prove valuable to community officials as they consider implementation of the mitigation opportunities identified in their local mitigation plans.

Copies of EMD/MSP Publication 207A are available through the EMD/MSP office in Lansing (in hardcopy format only) by calling 517/333-5029.

HOW TO OBTAIN HAZARD MITIGATION ASSISTANCE THROUGH THE EMD/MSP...



Project proposals for funding consideration under the HMGP, FMAP and PDMP may be submitted at any time to the EMD/MSP office in Lansing. The FMAP and PDMP offer grants on an annual basis, while the HMGP is only available subsequent to a Presidential Major Disaster Declaration. (However, the EMD/MSP encourages local communities and state agencies to submit HMGP project proposals on an ongoing basis so that a list of potentially eligible projects can be maintained. When HMGP funding becomes available, the program can then be implemented in an expedited manner.)

Following are brief synopses of the issues and steps involved in applying for hazard mitigation funding assistance under the HMGP, FMAP and PDMP:

Eligibility. Although the three programs have many similarities, there are differing requirements in terms of applicant, project and cost eligibility:

HMGP Applicant Eligibility

Eligible applicants for the HMGP include:

- State government agencies or departments
- Local governments

- Indian Tribes or authorized tribal organizations
- Private non-profit organizations

Local government applicants may include:

- Counties
- Cities
- Towns
- Boroughs and townships
- Special districts and regional authorities (i.e., drain commissioners, road commissions, water and sewer districts, navigation and flood control districts, soil and/or water conservation districts, drain districts, mosquito abatement districts, etc.)
- Villages
- Public colleges and universities
- Public schools

Private non-profit organizations are eligible only for HMGP funding consideration if they meet the criteria in 44 CFR 206.221 (f), which states that such organizations must:

- Have an effective ruling letter from the U.S. Internal Revenue Service (IRS), granting tax exemption under Sections 501 (c), (d), or (e) of the Internal Revenue Code of 1954; or
- Have satisfactory evidence from the State that the organization is a non-revenue producing, non-profit entity organized or doing business under state law; and
- Provide services that would otherwise be performed by a governmental agency.

The services that a private non-profit organization must provide to be eligible are outlined in 44 CFR 206.221 (e). PNP facility eligibility is restricted to the following categories:

- Education – universities, parochial schools
- Medical – hospitals, outpatient and rehabilitation clinics, long term care centers
- Fire and emergency – fire stations, search and rescue teams, ambulance services
- Utilities – gas, water, telephone, and power companies
- Custodial care – retirement homes, adult day care centers
- Other essential governmental services – museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services

(Note: Other facilities and organizations not listed here may be eligible for HMGP funding, but only upon determination of eligibility by the FEMA Regional Director upon advice of the EMD/MSP. The “Checklist for Private Non-Profit Facilities Requesting Federal Disaster Assistance” questionnaire (see following page) will be used to obtain needed documentation to determine eligibility of private non-profit applicants. Definitions in federal and state laws and promulgated rules will assist in determining eligibility in unusual situations. It is incumbent upon the applicant to prove that they are a governmental or nonprofit agency or organization performing essential services of a governmental nature if questions of eligibility arise.)

FMAP Applicant Eligibility

Eligible applicants for the FMAP include:

- State government agencies or departments
- Local governments that are participants in good standing with the NFIP. (Communities that are suspended, on probation, or have withdrawn from the NFIP are NOT eligible.)
- Indian Tribes or authorized tribal organizations

(7/02) Michigan State Police Emergency Management Division	HAZARD MITIGATION GRANT PROGRAM Private Non-Profit (PNP) Eligibility Determination Questionnaire	AUTHORITY: PL 93-288, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant
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Non-Profit Organizations only: Please answer all of the following questions and return this questionnaire with your Hazard Mitigation Grant Program (HMGP) application. Your application for the HMGP **will not** be considered if these documents are not submitted.

1. APPLICANT INFORMATION

Name of the PNP Organization:

Title 44 CFR, Part 206.221 (e) defines a Private Non-Profit Facility as: "...any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facilities providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizens shelters, rehabilitation facilities, shelter workshops, and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public. **Note:** Other types of facilities not listed here may be eligible based on determination by the FEMA Regional Director.

Of the above, what best describes your organization?

What type of service does your organization provide?

Please attach evidence of the following: (mark the appropriate box)

- ☐ Ruling from the U.S. Internal Revenue Service (IRS), granting tax exemption under sections 501 (c), (d), or (e) of the Internal Revenue Service Code of 1954; or
- ☐ A determination from the State that the organization is non-revenue producing, non-profit entity or doing business under state law.

If your organization is a school or educational facility, please provide the following information on:

Accreditation or Certification:

Curriculum:

2. FACILITY INFORMATION

1. Name of the facility where mitigation measures are proposed:

2. What is the primary purpose of the facility?

3. Who may use the facility?

4. What fee, if any, is charged to use the facility?

5. Does your organization own the facility? ☐ YES ☐ NO (If yes, attach a copy of proof of ownership.)

6. Does your organization lease/rent the facility? ☐ YES ☐ NO (If yes, attach a copy the lease/rental agreement.)

7. Are repairs to the facility the legal responsibility of your organization? ☐ YES ☐ NO

Additional Information or comments:

PDMP Applicant Eligibility

Eligible applicants for the PDMP include:

- State government agencies or departments
- Local governments that are participants in good standing with the NFIP. (Communities that are suspended, on probation, or have withdrawn from the NFIP are NOT eligible.)
- Indian Tribes or authorized tribal organizations

General Project Eligibility

For all three programs, projects must:

- Be in conformance with FEMA approved state and local hazard mitigation plans.
- Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations.
- Be in conformance with Executive Orders 11988 (Floodplain Management), 11990 (Protection of Wetlands), 12612 (Federalism), 12699 (Seismic Safety of Federal Buildings), and 12898 (Environmental Justice).
- Solve a problem independently, or constitute a functional portion of a solution, where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible.
- Be technically feasible. (The project must use design and construction methods and materials that are approved, codified, recognized, fall under standard or accepted level of practice, or otherwise are determined to be generally accepted by the design and construction industry.)
- Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. This must be demonstrated by documenting that the project:
 1. Addresses a problem that has been repetitive, or a problem that poses a significant risk if left unsolved;
 2. Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur;
 3. Has been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options;
 4. Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address; and
 5. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.

HMGP Project Eligibility

Projects may be of any nature that will result in protection to public or private property. Eligible projects under the HMGP include, but are not limited to:

1. Structural hazard control or protection projects;
2. Construction activities that will result in protection from hazards;
3. Retrofitting of facilities;

4. Acquisition or relocation;
5. Development of state and local mitigation standards with implementation and execution a requirement;
6. Development of a comprehensive hazard mitigation program with implementation as an essential component;
7. Elevation of structures in compliance with federal, state, and local ordinances;
8. Vegetation management, including but not limited to natural windbreaks, living snow fences, shoreline stabilization, natural dune restoration using native vegetation and sand fencing, urban forest practices, landslide stabilization, and wildfire defensible space;
9. Phase I or II design, engineering, or feasibility study for complex mitigation projects that are reasonably expected to be funded and implemented; and
10. State discretionary projects (5-10% set aside funding), including but not limited to research and development, hazard early warning systems, generators for critical facilities, hazard mitigation planning, development of codes and standards, and education / public awareness programs with mitigation as a central feature.

(Note: These mitigation project types will be prioritized for funding consideration by the MHMCC, based on the state mitigation goals and objectives as outlined in the Michigan Hazard Mitigation Plan and other pertinent documents.)

FMAP Project Eligibility

Eligible activities under the FMAP must be consistent with the goal of the FMAP to reduce the risk of flood damage to structures insurable under the NFIP. Examples of eligible types of projects include, but are not limited to:

- Elevation of NFIP-insured residential structures, and elevation or dry floodproofing of NFIP-insured non-residential structures, in accordance with 44 CFR Part 60.3.
- Acquisition of NFIP-insured structures and underlying real property.
- Relocation of NFIP-insured structures from acquired or restricted real property to sites not prone to flood hazards.
- Demolition of NFIP-insured structures from acquired or restricted real property.
- Other activities that bring an NFIP-insured structure into compliance with the statutorily authorized floodplain management requirements of 44 CFR Part 60.3.
- Beach nourishment measures designed to facilitate natural dune replenishment through the planting of native dune vegetation and/or the installation of sand fencing. (The placement of beach sand is NOT eligible.)
- Minor physical flood mitigation projects that do not duplicate the flood prevention activities of other federal agencies and that lessen the frequency or severity of flooding and decrease predicted flood damages in localized flood problem areas are also eligible. Examples include, but are not limited to:
 1. Modifications of existing culverts and bridges;
 2. Installation or modification of floodgates;
 3. Stabilization of stream banks; and
 4. Creation of small debris or flood / storm water retention basins in small watersheds.

(Note: Construction or improvement of major structural flood control structures such as dikes, levees, dams, seawalls, groins, jetties, and projects consisting of channel widening or stream alignment are NOT eligible.)

General Cost Eligibility

Eligible costs for all three programs include:

- Force account work, including salaries and wages, fringe benefits (to the extent that such benefits were being paid before the disaster) and travel.
- Materials / supplies used in the project.
- Equipment rental costs or force account equipment usage costs.
- Contract costs, including personnel and equipment rental.

HMGP Administrative Cost Allowance

Administrative costs of requesting, obtaining, and administering funds are eligible under the HMGP, as follows:

For Subgrantees: Necessary administrative costs are provided on the basis of total project costs, or four-thirds (4/3) of the amount of the federal share (whichever is less). The calculation of administrative costs is based on a sliding scale established by law. These costs are automatically calculated by FEMA's computer system, and are obligated as projects are funded. Administrative cost allowances for subgrantees are as follows:

Total Amount of Project Funds	Allowance
First \$100,000	3 percent
Next \$900,000	2 percent of that \$900,000
Next \$4,000,000	1 percent of that \$4,000,000
Funds in excess of \$5,000,000	1/2 percent of the excess

(Note: These costs are paid at 100% federal share – no local match required. Subgrantees are required to maintain adequate documentation to show how the administrative cost allowance was spent.)

Solicitation of Project Proposals. Applicants must submit project proposals to the EMD/MSP on the appropriate Project Application or Planning Application. The Planning Application should be used for planning projects such as the development of a local hazard mitigation plan. The Project Application should be used for all other types of projects.

Planning Applications for the three programs can be found beginning on page 49. Project Applications start on page 21. Applications can be submitted via U.S. mail, facsimile, or e-mail, to the following addresses:

Via U.S. mail:
Michigan State Police
Emergency Management Division
Attn: Angela Houseman
4000 Collins Road
P.O. Box 30636
Lansing MI 48909-8136

Facsimile:
(517) 333-4987

E-mail:
housemaa@michigan.gov

The deadline for submitting applications for the three programs will be posted on the EMD/MSP web site at **www.mspemd.org**. Be mindful of the fact that the HMGP is only implemented subsequent to a Presidential Major Disaster Declaration. The FMAP and PDMP are annual grant programs and therefore can be applied for on an annual basis.

Environmental Considerations. FEMA and the EMD/MSP are responsible for conducting an environmental analysis of **all projects** submitted for funding consideration under the HMGP, FMAP and PDMP. FEMA and the EMD/MSP rely heavily on the applicant to provide much of the basic information upon which environmental decisions are made. Applicants are required to respond to environmental review questions as part of their project application. The responses serve as a guide in gathering the information needed by the State and FEMA to assess the environmental effects of a proposed project.

Levels of Environmental Analysis

Federal regulations at 44 CFR 10.8 C allow that projects that have been determined to have no significant effect on the human environment do not require extensive environmental analysis. These projects are referred to as "categorical exclusions" and include training activities, public education programs, studies that involve only manpower and funding, technical assistance activities elevations and acquisitions of floodprone structures, and certain types of repair, construction or restoration projects. (There are 18 types of actions that are categorically excluded under 44 CFR 10.8 C). All projects require an environmental analysis (Record of Environmental Review, Environmental Assessment, or Environmental Impact Statement) to comply with environmental requirements.

The Record of Environmental Review (RER) is the initial environmental document prepared for each HMGP, FMAP or PDMP project. The RER documents that potential environmental issues have been considered. The RER determines if a project does not meet a categorical exclusion and an Environmental Assessment is needed. An Environmental Assessment (EA) is a more detailed document that explores potential environmental impacts that would result from the project. If the EA concludes that significant environmental impacts may result from the project, then an Environmental Impact Statement (EIS) must be prepared. The EIS is a very detailed document that examines the full range of feasible alternatives and their potential environmental impacts.

The application should describe the project in detail, as well as alternatives to the project (including taking no action). In addition, it should address the potential environmental impacts of the project and of the alternatives. The EMD/MSP will review the application and provide additional information as necessary to

ensure the analysis is as complete and accurate as possible. Input from appropriate federal and state agencies will be solicited as necessary. Agencies that will be consulted for environmental impact information may include, but are not limited to:

- United States Department of the Interior, Fish and Wildlife Service
- Michigan Department Natural Resources, Wildlife Division
- Michigan Department of Environmental Quality, Land and Water Management Division
- Michigan Department of History, Arts and Libraries, State Historic Preservation Office
- U.S. Army Corps of Engineers

Information provided by the State, the applicant, and consulted state and Federal agencies will assist the FEMA Regional Environmental Officer (REO) in determining environmental impacts of a proposed project and the level of environmental review required. If the REO determines, based on the RER prepared for a proposed project, that the project meets the criteria for a categorical exclusion, then a categorical exclusion letter granting environmental approval will be prepared and signed by the REO. If a proposed project does not meet the criteria for a categorical exclusion, then an Environmental Assessment (EA) will be prepared. Based on the EA, if the REO determines that the proposed project will not generate significant environmental impacts, then a Finding of No Significant Impact (FONSI) will be prepared and signed by the REO. If significant impacts are anticipated, then an Environmental Impact Statement will be prepared.

Projects Located in or Affecting Floodplains and Wetlands

In addition to the FEMA environmental approval that is required, for all projects that may affect streams, rivers, lakes, oceans, or any wetlands or floodplains, permits may be required from the Michigan Department of Environmental Quality (MDEQ) and/or the U.S. Army Corps of Engineers (USACE). There may also be other local, state, or federal permits required for projects. It is the **applicant's** responsibility to obtain all required permits. Executive Orders 11988 (Floodplain Management) and 11990 (Protection of Wetlands) require compliance with the following eight-step decision-making process for actions that are located in or affect floodplains or wetlands:

8-STEP DECISION MAKING PROCESS FOR EXECUTIVE ORDERS 11988 AND 11990

1. Determine whether the proposed action is in the 100-year or 500-year floodplain;
2. Notify and involve the public;
3. Identify and evaluate the alternatives;
4. Identify the impact resulting from the alternatives;
5. Minimize potential adverse impacts to and restore the natural and beneficial value of floodplains and wetlands;
6. Reevaluate to determine the practicability of the proposed action in light of other alternatives;
7. Provide the public with funding; and
8. Review the implementation to ensure that the requirements of the Executive Order are met.

This process is used to evaluate the potential impacts to a floodplain or wetland. Both NEPA and Executive Orders 11988 and 11990 require notification of the public for actions affecting floodplains or wetlands. This

notification must occur when the project is initially developed and at the end of the planning phase, before any action is taken. NEPA requires that a public notice be published when an Environmental Assessment is proposed and when the assessment is approved (but prior to taking action). The eight-step decision-making process requires, at a minimum, initial public notice.

Project Selection. As indicated earlier, the Michigan Hazard Mitigation Coordinating Council (MHMCC) is responsible for making recommendations regarding the identification, review, prioritization, and selection of projects for funding under the three programs. The EMD/MSP will initially review and screen all Planning and Project Applications received to determine if the required information has been provided, and the minimum eligibility criteria have been met. The MHMCC then recommends for funding consideration those projects it determines to be most appropriate for the current funding cycle. The MHMCC uses a numerical scoring system to review and evaluate each proposal, but it may also establish specific priorities for projects based on disaster circumstances or other factors.

Projects are prioritized and selected based on the following minimum criteria as established by federal regulation found at 44 CFR 206.435 (b) and FEMA Publication 345 (HMGP Desk Reference):

1. Measures that best fit within an overall plan for development and/or hazard mitigation in the community, disaster area, or state.
2. Measures that, if not taken, will have a severe detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities, or economic hardship on the community.
3. Measures that have the greatest potential impact on reducing future disaster losses.
4. Measures that are designed to accomplish multi-objectives, including damage reduction, environmental enhancement, and economic recovery, when appropriate.
5. Measures that solve a problem independently or constitute a functional portion of a solution.
6. Measures that contribute to a long-term solution.
7. Measures that can be demonstrated to be cost effective.

Additional criteria may be established by the MHMCC to meet special or unusual circumstances presented by a particular disaster or other situation. In cases of large or widespread disasters, the MHMCC may identify specific issues that will receive priority for project funding.

Application Processing and Approval. Applicants whose projects are chosen by the MHMCC for funding consideration will be notified of their selection by the EMD/MSP in writing and will receive the following items that must be completed, as appropriate, by the established deadline:

- A Historic Preservation Review Form from the State Historic Preservation Office. (Note: this form is not used for planning projects – only for construction projects.)
- A Draft Public Notice for publication in the local newspaper (for applicable projects in or affecting a floodplain or wetland).

Based on the information contained in the application, the EMD/MSP will complete the requisite Benefit-Cost Analysis and Environmental Review for each project, work with the applicant to revise any portion of the application that needs revision, and then package the application and submit it to the FEMA Region V Office in Chicago, Illinois for review and final funding approval. This process can take anywhere from a few weeks up to 18 months – depending on the complexity of the project, environmental concerns that may arise, and FEMA’s disaster relief work schedule.

It is important to remember that even though a proposal is selected by the MHMCC for funding, it still must receive final funding approval from FEMA **before any grant funds can be spent**. Although the EMD/MSP is very careful in submitting only “worthy” projects to FEMA, it is possible that FEMA may reject a project proposal and not agree to fund it. This rarely happens, but the possibility is always there that a project may not be funded.

Obtaining Mitigation Assistance Through Other Stafford Act Programs.

Public Assistance Grant Program

The Federal Hazard Mitigation Officer (FHMO) is responsible for coordinating with the Federal and State Public Assistance Officers to ensure that mitigation measures are being incorporated into Project Worksheets (PWs) as appropriate under the PAGP. The State Hazard Mitigation Officer (SHMO) from the EMD/MSP will work closely with the FHMO and state / local inspectors to assist in identifying mitigation opportunities that could be funded under the PAGP. This is critically important because mitigation measures that are funded under the PAGP have a more favorable cost-sharing arrangement for the local jurisdiction. In addition, measures that are funded under the PAGP are measures that do not have to be funded under the HMGP, thus providing for a more efficient use of scarce federal disaster assistance funds. Most of these coordination activities will occur early on in the Project Formulation and Project Review processes at the Disaster Field Office. Strong input from state and local inspectors on possible mitigation opportunities is instrumental in getting mitigation measures funded. By “advocating” for the application of mitigation measures during the Project Formulation process, in particular, state and local inspectors can help ensure that potential mitigation measures are at least considered for PAGP funding.

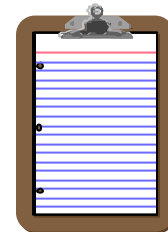
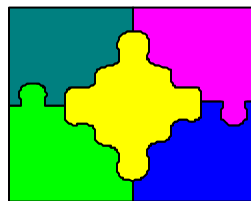
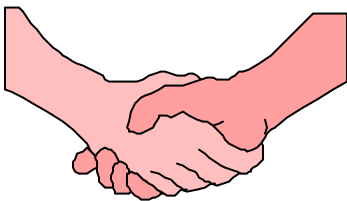
Individuals and Households (I & H) Program

Similarly, the Federal Hazard Mitigation Officer is responsible for coordinating with the Federal and State Individual Assistance Officers to confirm severely impacted areas that may offer hazard mitigation opportunities for possible funding under the Housing Assistance component of the Individuals and Households Program. Because this program is implemented soon after the declaration is granted, such coordination must take place in the Disaster Field Office prior to the grants being issued. As with the PAGP, the State Hazard Mitigation Officer (SHMO) will coordinate with the FHMO and federal housing inspectors to identify mitigation opportunities that could be funded under the program. Special consideration will be given to broad-

based, common problems that may have arisen because of the damage (i.e., numerous homes had damaged or destroyed furnaces and electrical panels due to floodwaters in basements; many homes with roof damage due to hail; etc.)

Local officials can advocate for the implementation of these individual mitigation measures by informing the affected citizenry about the possible mitigation opportunities that may be available under the program. In addition, they can work directly with their EMD/MSP District Coordinator and the involved federal and state individual assistance officials to see that mitigation measures are at least considered in the evaluation of damaged homes.

PROJECT AND GRANT ADMINISTRATION ISSUES...



Issuing Subgrants. Once the grant applications have been approved by FEMA, the EMD/MSP is authorized to distribute subgrants to subgrantees for approved projects. Subgrant disbursement is done in accordance with the provisions set forth in the State Administrative Plan for each grant program. Funding is provided on a 75% federal - 25% non-federal basis.

Letters are sent to all subgrantees with approved projects, advising them of project approval. Included with this letter will be:

- Two signed copies of a Grant Agreement outlining grant conditions.
- The packet “Accounting, Audit and Payment Information.”
- Request for Reimbursement of Mitigation Project Expenses Form and supporting documents:
 - 1) Mitigation Project Contract Work Record;
 - 2) Mitigation Project Materials / Supplies / Equipment Purchase Record;
 - 3) Mitigation Project Force Account Equipment Record;
 - 4) Mitigation Project Rented Equipment Record;
 - 5) Mitigation Project Labor Record; and
 - 6) Mitigation Project Travel Expense Record.
- Administrative Allowance Reimbursement Request Form.

Upon signing both copies of the Grant Agreement, and returning one to the EMD/MSP, along with the completed “Accounting, Audit and Payment Information” packet, funds can be released to subgrantees by the EMD/MSP.

Generally, subgrants for the three programs will be issued in the following manner:

- Reimbursements, can be made throughout the project life with appropriate documentation.
- The remainder of the federal share will be paid upon project completion and subsequent inspection of project documentation and, if necessary, the project site.
- In rare circumstances, a portion of the federal share may be advanced to subgrantees to cover immediate funding needs. Sufficient justification for the need of the advance and the amount requested must be provided to the EMD/MSP.
- Unless by special appropriation of the Michigan Legislature, no state funding will be used for the 25% match. The 25% non-federal share may be met with cash or with in-kind services.

Documentation and Recordkeeping. Subgrantees are responsible for maintaining adequate financial records in order to document all project expenditures. Subgrantees must be able to certify to the EMD/MSP the amount of money spent on each project. The following records, at a minimum, must be maintained onsite for a minimum of three years (from the date the project was completed or from the date final payment was received, whichever is later) to verify the amounts claimed:

- All purchase orders, invoices, and vouchers, which involved grant and matching funds.
- Payroll and related records for employees paid with grant and matching funds.
- Listing of equipment purchased with grant and matching funds.
- Internal accounting ledger / journal showing grant and matching expenditures.
- A chart of accounts identifying fund / account from which grant and matching expenditures are made.
- A record of all grant and matching funds expended, all cash donations, and all receipts from sales of salvageable materials received and deposited into the local project account and a record of all grant expenditures paid from that account.

During this three-year period, all approved projects are subject to state and/or federal audit and review. The EMD/MSP may review some or all of these records to determine the eligibility of requested reimbursements and/or review the records at the time of closeout of the project. Each subgrantee will be reviewed in this manner. Site visits may be made as necessary to ensure approved work is completed.

A State-Local Disaster Assistance Agreement is included as part of each Planning and Project Application to ensure that subgrantees understand and meet program and financial requirements. This form must be signed by the jurisdiction's (or nonprofit organization's) Chief Executive Official or designee, signifying that the jurisdiction / organization understands the requirements and conditions of the funding program.

Performance Periods and Extensions. Each grant program has a specified “cradle to grave” time period for completing all work under the grant and then closing out the grant. For the HMGP, that time period is three (3) years maximum from the date the project is approved by FEMA. For the FMAP, that time period is two (2) years from the date the grant was issued to the State for the fiscal year. For the PDMP, the performance period is 18 months for planning subgrants and 24 months (2 years) for project subgrants from the date the grant was issued to the State for the fiscal year. Actual performance periods are determined by the EMD/MSP on a project-by-project basis, based on the work schedule submitted in the project application. Projects must be completed within these time periods. (Note: the completion timeframes for each

grant are CLEARLY specified in the Grant Agreement that is signed by the EMD/MSP and the subgrantee for each project.)

However, it is recognized that, occasionally, unforeseen circumstances may prevent the completion of the project within the timeframe established in the Grant Agreement. Subgrantees requiring a time extension for a project must indicate such a need on the program's Quarterly Reporting Form and then submit that form to the EMD/MSP. The time extension request must:

- identify the project involved;
- describe the present status of the work;
- provide a detailed description of the reason(s) for the delay; and
- indicate the amount of additional time necessary to complete the project, and provide a revised work schedule.

The EMD/MSP and FEMA will review each request and approve only those that have validity. Criteria for judgement include:

- weather delays;
- supply/material availability delays;
- labor problems;
- unforeseen construction accidents or delays;
- required permit delays;
- legal involvement; or
- (unforeseen) inability to acquire necessary data in a timely manner (for planning projects).

Unfortunately, in some cases, even extension requests that are valid will not be able to be granted due to funding expiration at the federal level.

Time extension requests must be submitted as soon as the need for extension becomes apparent, but in no case less than 60 days before the original time limit expiration. Sixty days allows sufficient processing time to ensure that no project runs on expired time. The length of the time extension will be determined by the EMD/MSP and FEMA on a project-by-project basis.

Projects that are not completed within the time limits, including any time extensions granted, will be considered expired. Only eligible costs incurred by the date of expiration can be reimbursed. Any funds advanced over this amount must be repaid.

Changes in Scope of Work. Subgrantees wishing to change the scope of work on a project must notify the EMD/MSP in writing as soon as the need for the change in the scope of work is identified. The EMD/MSP will review and evaluate the request and may initiate a site inspection if appropriate. Depending on circumstances, the EMD/MSP may have to develop a revised environmental analysis and/or benefit-cost analysis as part of its evaluation. After completion of the evaluation, the EMD/MSP will notify FEMA in writing of the request for a change in the scope of work, and provide a recommendation for approval or disapproval. The EMD/MSP will notify subgrantees, in writing, of FEMA's decision.

Cost Overruns. Project cost overruns must be brought to the attention of the EMD/MSP as soon as the need is identified. Notification must be made in writing, either by letter or through the Quarterly Reporting Form, with a complete justification and specifying the amount of the overrun. The EMD/MSP will evaluate overrun requests and recommend as follows:

- Cost overruns which can be met by offsetting cost underruns on other funded mitigation projects may be approved for partial reimbursement, as long as the project remains cost-effective, and the full scope of work can still be met. The EMD/MSP will recommend cost overrun payments to FEMA, in writing, based on the following criteria:
 1. Overruns caused by variations in unit price schedules.
 2. Overruns caused by changes in the scope of work.
 3. Overruns caused by delays in timely start or completion of work.
- Cost overruns that require an infusion of additional federal funds will not be approved for reimbursement, since the funding is either statutorily or programmatically set and additional funding is not available. Subgrantees will have to either 1) renegotiate the original scope of work of the project with the EMD/MSP and FEMA, or 2) absorb the cost overrun with local or other non-federal funds.

Quarterly Reporting. All subgrantees must, on a quarterly basis, report to the EMD/MSP on the status of each project, the work performed on the project during the quarter, and the anticipated completion date of the project. Any problems or circumstances affecting completion dates, scope of work, or project costs which are expected to result in noncompliance with the approved grant conditions must be described in the report. The Quarterly Progress Report Form (EMD-16) for each program should be used to report this information (see attached). The EMD/MSP must then compile and report this information to FEMA per program requirements.

Disputes / Conflict Resolution. To expedite funding and minimize appeals, the following conflict resolution process will be used for the HMGP, FMAP and PDMP:

1. Subgrantees should first notify the EMD/MSP of the unresolved issue.
2. The EMD/MSP will work to resolve the issue with FEMA hazard mitigation staff and/or other involved parties. If the issue remains unresolved, the EMD/MSP Assistant Division Commander or Division Commander will be notified by EMD/MSP staff.
3. The EMD/MSP Assistant Division Commander or Division Commander will work to resolve the issue with the Federal Coordinating Officer (FCO), FEMA V Mitigation Director and/or appropriate officials from other involved agencies.
4. Only after these steps have been taken will a subgrantee be referred to the appeal process.

Appeals. Appeals may be made on any decision regarding projects submitted for funding under the HMGP, FMAP or PDMP, but only after the conflict resolution process outlined above has been completely followed. Appeals will not result in hearings being held, but rather in administrative review of appeal documentation submitted. If a project is not approved and the subgrantee wishes to appeal the decision, the appeal must be

made in writing to the EMD/MSP within 60 days from the date the subgrantee was notified. The appeal must contain documented justification supporting the subgrantee's position.

Upon receipt of an appeal from a subgrantee, the EMD/MSP will review the material submitted, perform additional investigations as deemed necessary, and forward the appeal with a written recommendation to the FEMA Regional Director within 60 days. The FEMA Regional Director will notify the EMD/MSP, in writing, of the disposition of the appeal within 90 days following the receipt of all related information.

If the FEMA Regional Director denies the appeal, the subgrantee, through the EMD/MSP and FEMA Regional Director, may submit an appeal to the FEMA Associate Director within 60 days of the Regional Director's denial. The second appeal must include either new or expanded information to support the need for a second appeal and re-evaluation.

The Associate Director has 90 days to either make a determination on the appeal, or to request additional information. Once the information has been received, the Associate Director has 90 days to render a decision. If the project involves technical issues, the Associate Director may ask an independent scientific or technical group or person with expertise in the subject matter of the appeal, to review the appeal in order to obtain the best possible evaluation. In such cases, the 90-day time limit will run from the submission of the technical report. The Associate Director's decision is final.

SUMMARY OF APPEALS TIMEFRAMES:

- **Any FEMA / State determination** - 60 days from the date of written notice of the determination being appealed.
- **Second / Final Appeal** - 60 days from the date of written notice of the determination made on the first appeal.

Project Closeout / Inspection. Subgrantees must certify to the EMD/MSP in writing (via letter) that a project has been completed, and the total amount of money spent on the project. Upon receipt of this certification, the EMD/MSP will review the financial documentation (i.e., checks, bills, receipts, job orders, contracts, equipment usage records, payroll information and other appropriate records) to ensure that funds have been properly spent. Each subgrantee will be reviewed in this manner.

Subgrantees will be closed-out once it is determined that:

- all work has been completed;
- all necessary documents have been received;
- any appeals have been reconciled;
- the costs for each project have been reconciled;
- all project payments have been made; and
- no further action is pending or anticipated (including litigation or lawsuits).

Where appropriate, on-site inspections will be made to verify that the work has been performed as required. Inspections will be conducted by state and/or federal personnel familiar with the type of work involved. The EMD/MSP will arrange for on-site inspections and will select the inspectors.

Program Compliance.

Uniform Administrative Requirements

Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (44 CFR Part 13) and Office of Management and Budget (OMB) Circular A-110 will be followed, as appropriate. These rules apply to both disaster assistance programs and non-disaster programs.

44 CFR Part 206, Federal Disaster Assistance for Disasters Declared On or After November 23, 1988, prescribes the policies and procedures to be followed in implementing the Stafford Act. This includes the HMGP under Subpart N. These rules will be followed in the general administration and implementation of the HMGP.

44 CFR Part 78, Flood Mitigation Assistance, prescribes the policies and procedures to be followed in implementing the FMAP. These rules will be followed in the general administration and implementation of the FMAP.

44 CFR, Pre-Disaster Hazard Mitigation, prescribes the policies and procedures to be followed in implementing the PDMP. These rules will be followed in the general administration and implementation of the PDMP. (Note: At the time of this writing, federal rules for the PDMP were still under development. Interim guidance provided by FEMA will be followed until such time as the final rules are published.)

Uniform Audit Requirements

Subgrantees must comply with audit requirements under the Single Audit Act Amendments of 1996 (OMB Circular A-133). Rules for implementing the Single Audit Act are found at 44 CFR Part 14. Under the Single Audit Act Amendments, subgrantees expending more than \$300,000 or more in total federal financial assistance in a fiscal year (from all sources) must have an independent audit conducted in accordance with OMB A-133. A copy of the Single Audit must be submitted to the Michigan Department of State Police, Management Services Division (714 S. Harrison Road, East Lansing MI 48823). Failure to properly submit a Single Audit may result in appropriate actions being taken against the subgrantee, including notification of FEMA and the Michigan Department of Treasury.

Program Performance Surveys. The EMD/MSP routinely conducts Program Performance Surveys to determine how effectively and efficiently grants were administered. Response to these surveys is always strictly voluntary; however, subgrantee input is critically important in assisting the EMD/MSP and FEMA in improving the future delivery of funding assistance to local communities in Michigan.

Timing and Scope of Survey

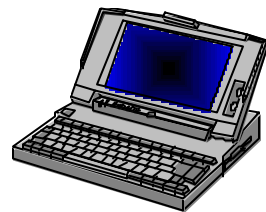
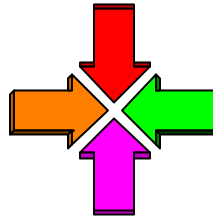
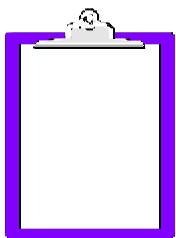
At or near the time when a project has been completed and is ready to be closed out, the EMD/MSP will conduct a survey of subgrantees to determine how effectively and efficiently the grant was administered. (See

pages 75-78 for copies of the survey forms for the three grant programs.) Subgrantees typically will have 15 days to respond to the survey.

Survey Findings

The EMD/MSP will compile the survey results and, where appropriate, make changes in the program and/or grant administration based on the comments and suggestions received from subgrantees. Any changes made in program or grant administration will be communicated to local jurisdictions via the EMD/MSP web site and/or EMD/MSP Informational Letter. Future editions of this guidance document will also be revised to reflect the changes.

PROJECT APPLICATION FORMS...



HMGP Project Application	22
FMAP Project Application	31
PDMP Project Application	40

EMD-13 (09/02) MICHIGAN STATE POLICE Emergency Management Division	HAZARD MITIGATION GRANT PROGRAM PROJECT APPLICATION	AUTHORITY: 1976 PA 390, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant
Directions: 1. See instructions in the Hazard Mitigation Grant Handbook. 2. Complete all sections. (Boxes will automatically expand as needed.) 3. <u>DO NOT</u> use: staples; binders; dividers; inserts or unusual sized pages. 4. Submit to the Mitigation Unit, Emergency Management Division.		FOR EMD USE ONLY Application #: Project #: Date Received:
A. APPLICANT INFORMATION		
Name of Organization/Agency:		
Type of Organization (check one):		
<input type="checkbox"/> State Agency <input type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribe or Authorized Tribal Organization <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (explain)		
Project Title:		
B. CONTACT INFORMATION		
PRIMARY POINT OF CONTACT		ALTERNATE POINT OF CONTACT
Name:	Name:	
Title:	Title:	
Agency:	Agency:	
Address/P.O. Box Number:	Address/P.O. Box Number:	
City:	City:	Zip Code:
Telephone Number:	Telephone Number:	Telephone Number:
Fax Number:	Fax Number:	
E-mail Address:	E-mail Address:	
C. PROJECT INFORMATION		
Location of Project	County:	
	Township: T Range: R Section:	
	Street Address or Nearest Intersection:	
Does your community participate in the National Flood Insurance Program?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter Community Identification Number:	

Is the project in a FEMA identified flood area?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter FIRM Panel Number:
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Describe the problem you will be solving. (**DO NOT** write “see attached”)

Describe the Project Solution **IN DETAIL**. (**DO NOT** write “see attached”)

D. PROJECT COSTS

Project Totals	Federal Share: (75%)
	Applicant Share: (25%)
	Source of Applicant Share:
	Grand Total of Project: (100%)

COST ESTIMATE BREAKDOWN

ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE

(NOTE: Totals <u>MUST</u> equal “Grand Total of Project” amount.)	TOTAL COST	
--	------------	--

EXAMPLE:				
COST ESTIMATE BREAKDOWN				
ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE
Site Acquisition	1	Home	\$90,000	\$90,000
Warning Siren	2	Siren	\$15,000	\$30,000
Engineering Plans	100	Hours	\$100	\$10,000
Public Meeting	1	Lump Sum	\$1,000	\$1,000
Common Functional Elements Used for Costs Breakdown are: Project Management; Comprehensive Study; Engineering and Design; Site Acquisition; Construction; Labor, and Other.				

E. BENEFIT COST INFORMATION		
How long will the project continue to solve the problem?		
Annual Maintenance Costs:		
For Flood Acquisition or Elevation Projects complete Box A for each structure. For other types of projects complete Boxes B and C .		
BOX A. Flood Acquisition or Elevation Projects		
Address:	Address:	Address:
Year built:	Year built:	Year built:
Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)
Square footage:	Square footage:	Square footage:
First floor elevation:	First floor elevation:	First floor elevation:
Current local construction costs per square footage:	Current local construction costs per square footage:	Current local construction costs per square footage:

BOX B. Damages Before Mitigation
(for projects other than flood acquisition or elevation)

Physical Damage:

What damage is being experienced? List everything that gets damaged. How much does each listed damage cost? (Explain how the cost was determined for each.)

What is Damaged?	Cost of Damage	How often does this damage occur?	How was the cost determined?

EXAMPLE:

What is Damaged?	Cost of Damage	How often does this damage occur?	How was the cost determined?
Road Damage	\$960	Every year	3 laborers for 8 hrs @ \$15/hr = \$360, + 1 backhoe @ \$50/hr for 8 hrs. = \$400, + 20 yd fill material @ \$10 /yd = \$200
Road Damage	\$8,000	Every 5 years	10 laborers for 24 hrs each @ \$15/hr. = \$3,600, + 2 backhoes @ \$50/hr for 24 hrs = \$2,400, + 200 yd. Fill material @ 10/yd = \$2,000
Furniture Warehouse	\$10,500	Every 5 years	Insurance claims for 1 ft. water in warehouse – furnace repairs \$500, + loss inventory \$10,000
Furniture Warehouse	104,000	Every 20 years	Insurance claims for 8 ft. water in warehouse – furnace repairs \$4,000, + loss inventory \$100,000

Loss of Function Damage:**(BOX B. continued)**

When residents lose certain utility services (electric power, portable water, and wastewater) FEMA allows for calculation of damages based on pre-assigned dollar losses for each utility. The calculations take into account the length of service interruption, the number of individuals who lose service, and the type of loss (partial or complete loss of the service). Complete the chart below for each service loss that is experienced. The data will be used to calculate a damage amount. For the electronic version, drop down menus are available under the columns “Service Lost?” and “Type of Loss?”, just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number or Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damage:**(BOX B. continued)**

When roads or bridges are closed FEMA allows for calculation of damages based on pre-assigned dollar losses for each vehicle detoured. The calculation takes into account the average daily traffic volume (number of cars) that will be detoured, and the length (in time, NOT distance) of the detour (how long will it take each vehicle to route around the detour). Complete the chart below for each detour experienced. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day?	Length (in time) of Detour	How long is the detour in place?	How often do the detours occur?

BOX C. Projected Damages After Mitigation

Physical Damage After Mitigation:

List the projected damages that will continue to occur **AFTER** completion of the project. How much would each projected damage cost? (Explain how the cost was determined for each.)

What may be Damaged?	Cost of Damage	How often will this damage occur?	How was the cost of the damage determined?

Loss of Function Damage After Mitigation:

(BOX C. continued)

If utility services would continue to be lost after mitigation, complete the chart below for each loss that would be experienced. For the electronic version, drop down menus are available under the columns "Service Lost?" and "Type of Loss?", just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number of Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damages AFTER Mitigation:

(BOX C. continued)

If detours would continue to occur **AFTER** mitigation, complete the chart below for each projected detour. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day	Length (in time) of detour	How long is the detour in place?	How often do the detours occur?

F. ALTERNATIVES CONSIDERED

Federal regulations require that credible alternatives must be considered during the decision making process. Please outline alternatives, other than the proposed project, that were considered.

Alternative #1.

Alternative #2.

Alternative #3.
Reasons why the proposed project was chosen over the alternatives:
How was the alternative chosen? (i.e. Was this strictly a government decision? Was there public participation, public notices, etc.?)
G. MISCELLEANOUS PROJECT INFORMATION
ENVIRONMENTAL CONSIDERATIONS 1. Are there known environmental concerns associated with the project or known sensitive natural features that could be impacted by the project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain: 2. What is the name and type of the nearest body of water (lake, pond, river, stream, etc.): 3. Estimate the distance from the nearest part of the project to the nearest body of water: 4. Estimate the distance from the nearest part of the project to a wetland: 5. Estimate the distance from the nearest part of the project to a Great Lakes coastline: 6. Estimate the distance from the nearest part of the project to agricultural land: 7. Is the project near a wilderness area or wildlife refuge? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance: 8. Is the project near any known historic structures? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance:
ENVIRONMENTAL JUSTICE 1. Are there concentrations of low-income or minority populations in or near the project area(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain: 2. Does the project have disproportionately high or adverse effects on low income or minority populations? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:

PROJECT WORK SCHEDULE

Please provide a generic timeline (i.e., do not use specific dates) of key activities to complete the project. The performance period of the grant, if awarded, will be established based on the work schedule provided here. Please make sure the work schedule is practical and incorporates sufficient time for administrative activities.

Activity	Timeframe

EXAMPLE:

Activity	Timeframe
Complete Construction Plans	2 months
Bid Letting	1 month
Construction	2 months
Final inspection and Project completion	1 month

H. EARLY WARNING SIREN INFORMATION

Complete the following questions **ONLY** if the project is for early warning sirens.

1. What is the population of your community?

2. How many sirens does your community currently have?

3. What percentage of the population is currently covered by sirens?

4. How many sirens do you want to purchase with this grant?

5. What percentage will be covered after these new sirens are in place?

6. Provide the following location information for each proposed siren.

TOWNSHIP	RANGE	SECTION	STREET ADDRESS OR MAJOR INTERSECTION

I. REQUIRED MAPS AND PHOTOGRAPHS

The following maps and photographs are required to meet environmental review requirements and must be submitted as part of the grant application. If submitting the grant application electronically, electronic maps and photographs must be attached. If submitting the grant application as a hard copy, hard copy maps and photographs must be attached. Failure to submit these documents may result in slower processing of the grant application.

Two (2) 8 ½ x 11 maps of the project location:

- ☐ One (1) general map of the project location
- ☐ One (1) localized map highlighting the exact location of the project (if there are multiple addresses each must be highlighted on the map.)

- ☐ One (1) 4x6 photo of the project site. (Multiple photographs may be submitted if so desired.)

- ☐ One (1) 4x6 photo of each affected structure and the year built.

HAZARD MITIGATION GRANT PROGRAM
State of Michigan – Local Disaster Assistance Agreement

This certification by the _____ (applicant) shall be effective on the date signed by the applicant. It shall apply to all assistance funds provided by or through the State to the applicant under the Hazard Mitigation Grant Program, pursuant to Section 404 of PL 93-288, as amended, as a result of a Presidentially-declared disaster occurring within the state of Michigan under the Federal Emergency Management Agency declaration number FEMA-1413-DR-MI.

The designated representative of the applicant certifies that:

1. He/she has legal authority to apply for assistance on behalf of the applicant.
2. The applicant is aware that the limited funding available for mitigation requires cost-sharing on the basis of 75 percent federal and 25 percent non-federal contributions unless otherwise specified by the State.
3. The applicant may be required to provide the full non-federal share for such mitigation activities.
4. The local cost share funds will be available within the specified time.
5. The applicant will comply with all applicable codes, standards, and permit requirements as pertain to this project and agrees to provide maintenance as appropriate.

Designated Representative's Signature:

Name (Typed)

Signature

Title

Date

EMD-13 (09/02) MICHIGAN STATE POLICE Emergency Management Division		FLOOD MITIGATION ASSISTANCE PROGRAM		AUTHORITY: 1976 PA 390, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant	
PROJECT APPLICATION				FOR EMD USE ONLY	
				Application #:	
				Project #:	
				Date Received:	
Directions: 5. See instructions in the Hazard Mitigation Grant Handbook. 6. Complete all sections. (Boxes will automatically expand as needed.) 7. <u>DO NOT</u> use: staples; binders; dividers; inserts or unusual sized pages. 8. Submit to the Mitigation Unit, Emergency Management Division.					
A. APPLICANT INFORMATION					
Name of Organization/Agency:					
Type of Organization (check one): <input type="checkbox"/> State Agency <input type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribe or Authorized Tribal Organization <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (explain)					
Project Title:					
B. CONTACT INFORMATION					
PRIMARY POINT OF CONTACT			ALTERNATE POINT OF CONTACT		
Name:			Name:		
Title:			Title:		
Agency:			Agency:		
Address/P.O. Box Number:			Address/P.O. Box Number:		
City:		Zip Code:	City:		Zip Code:
Telephone Number:		ext.	Telephone Number:		ext.
Fax Number:			Fax Number:		
E-mail Address:			E-mail Address:		
C. PROJECT INFORMATION					
Location of Project		County:			
		Township: T Range: R Section:			
		Street Address or Nearest Intersection:			
Does your community participate in the National Flood Insurance Program?		<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter Community Identification Number:			

Is the project in a FEMA identified flood area?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter FIRM Panel Number:
---	--

Describe the problem you will be solving. (**DO NOT** write “see attached”)

Describe the Project Solution **IN DETAIL**. (**DO NOT** write “see attached”)

D. PROJECT COSTS

Project Totals	Federal Share: (75%)
	Applicant Share: (25%)
	Source of Applicant Share:
	Grand Total of Project: (100%)

COST ESTIMATE BREAKDOWN

ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE

(NOTE: Totals <u>MUST</u> equal “Grand Total of Project” amount.)	TOTAL COST	
--	------------	--

EXAMPLE:				
COST ESTIMATE BREAKDOWN				
ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE
Site Acquisition	1	Home	\$90,000	\$90,000
Warning Siren	2	Siren	\$15,000	\$30,000
Engineering Plans	100	Hours	\$100	\$10,000
Public Meeting	1	Lump Sum	\$1,000	\$1,000
Common Functional Elements Used for Costs Breakdown are: Project Management; Comprehensive Study; Engineering and Design; Site Acquisition; Construction; Labor, and Other.				

E. BENEFIT COST INFORMATION		
How long will the project continue to solve the problem?		
Annual Maintenance Costs:		
For Flood Acquisition or Elevation Projects complete Box A for each structure. For other types of projects complete Boxes B and C .		
BOX A. Flood Acquisition or Elevation Projects		
Address:	Address:	Address:
Year built:	Year built:	Year built:
Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)
Square footage:	Square footage:	Square footage:
First floor elevation:	First floor elevation:	First floor elevation:
Current local construction costs per square footage:	Current local construction costs per square footage:	Current local construction costs per square footage:

BOX B. Damages Before Mitigation
(for projects other than flood acquisition or elevation)

Physical Damage:

What damage is being experienced? List everything that gets damaged. How much does each listed damage cost? (Explain how the cost was determined for each.)

What is Damaged?	Cost of Damage	How often does this damage occur?	How was the cost determined?

EXAMPLE:

What is Damaged?	Cost of Damage	How often does this damage occur?	How was the cost determined?
Road Damage	\$960	Every year	3 laborers for 8 hrs @ \$15/hr = \$360, + 1 backhoe @ \$50/hr for 8 hrs. = \$400, + 20 yd fill material @ \$10 /yd = \$200
Road Damage	\$8,000	Every 5 years	10 laborers for 24 hrs each @ \$15/hr. = \$3,600, + 2 backhoes @ \$50/hr for 24 hrs = \$2,400, + 200 yd. Fill material @ 10/yd = \$2,000
Furniture Warehouse	\$10,500	Every 5 years	Insurance claims for 1 ft. water in warehouse – furnace repairs \$500, + loss inventory \$10,000
Furniture Warehouse	104,000	Every 20 years	Insurance claims for 8 ft. water in warehouse – furnace repairs \$4,000, + loss inventory \$100,000

Loss of Function Damage:**(BOX B. continued)**

When residents lose certain utility services (electric power, portable water, and wastewater) FEMA allows for calculation of damages based on pre-assigned dollar losses for each utility. The calculations take into account the length of service interruption, the number of individuals who lose service, and the type of loss (partial or complete loss of the service). Complete the chart below for each service loss that is experienced. The data will be used to calculate a damage amount. For the electronic version, drop down menus are available under the columns “Service Lost?” and “Type of Loss?”, just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number or Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damage:**(BOX B. continued)**

When roads or bridges are closed FEMA allows for calculation of damages based on pre-assigned dollar losses for each vehicle detoured. The calculation takes into account the average daily traffic volume (number of cars) that will be detoured, and the length (in time, NOT distance) of the detour (how long will it take each vehicle to route around the detour). Complete the chart below for each detour experienced. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day?	Length (in time) of Detour	How long is the detour in place?	How often do the detours occur?

BOX C. Projected Damages After Mitigation

Physical Damage After Mitigation:

List the projected damages that will continue to occur **AFTER** completion of the project. How much would each projected damage cost? (Explain how the cost was determined for each.)

What may be Damaged?	Cost of Damage	How often will this damage occur?	How was the cost of the damage determined?

Loss of Function Damage After Mitigation:

(BOX C. continued)

If utility services would continue to be lost after mitigation, complete the chart below for each loss that would be experienced. For the electronic version, drop down menus are available under the columns "Service Lost?" and "Type of Loss?", just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number of Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damages AFTER Mitigation:

(BOX C. continued)

If detours would continue to occur **AFTER** mitigation, complete the chart below for each projected detour. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day	Length (in time) of detour	How long is the detour in place?	How often do the detours occur?

F. ALTERNATIVES CONSIDERED

Federal regulations require that credible alternatives must be considered during the decision making process. Please outline alternatives, other than the proposed project, that were considered.

Alternative #1.

Alternative #2.

Alternative #3.
Reasons why the proposed project was chosen over the alternatives:
How was the alternative chosen? (i.e. Was this strictly a government decision? Was there public participation, public notices, etc.?)
G. MISCELLANEOUS PROJECT INFORMATION
ENVIRONMENTAL CONSIDERATIONS 9. Are there known environmental concerns associated with the project or known sensitive natural features that could be impacted by the project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain: 10. What is the name and type of the nearest body of water (lake, pond, river, stream, etc.): 11. Estimate the distance from the nearest part of the project to the nearest body of water: 12. Estimate the distance from the nearest part of the project to a wetland: 13. Estimate the distance from the nearest part of the project to a Great Lakes coastline: 14. Estimate the distance from the nearest part of the project to agricultural land: 15. Is the project near a wilderness area or wildlife refuge? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance: 16. Is the project near any known historic structures? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance:
ENVIRONMENTAL JUSTICE 3. Are there concentrations of low-income or minority populations in or near the project area(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain: 4. Does the project have disproportionately high or adverse effects on low income or minority populations? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:

PROJECT WORK SCHEDULE

Please provide a generic timeline (i.e., do not use specific dates) of key activities to complete the project. The performance period of the grant, if awarded, will be established based on the work schedule provided here. Please make sure the work schedule is practical and incorporates sufficient time for administrative activities.

Activity	Timeframe

EXAMPLE:

Activity	Timeframe
Complete Construction Plans	2 months
Bid Letting	1 month
Construction	2 months
Final inspection and Project completion	1 month

H. EARLY WARNING SIREN INFORMATION

Complete the following questions ONLY if the project is for early warning sirens.

1. What is the population of your community?

2. How many sirens does your community currently have?

3. What percentage of the population is currently covered by sirens?

4. How many sirens do you want to purchase with this grant?

5. What percentage will be covered after these new sirens are in place?

6. Provide the following location information for each proposed siren.

TOWNSHIP	RANGE	SECTION	STREET ADDRESS OR MAJOR INTERSECTION

I. REQUIRED MAPS AND PHOTOGRAPHS

The following maps and photographs are required to meet environmental review requirements and must be submitted as part of the grant application. If submitting the grant application electronically, electronic maps and photographs must be attached. If submitting the grant application as a hard copy, hard copy maps and photographs must be attached. Failure to submit these documents may result in slower processing of the grant application.

Two (2) 8 ½ x 11 maps of the project location:

- ☐ One (1) general map of the project location
- ☐ One (1) localized map highlighting the exact location of the project (if there are multiple addresses each must be highlighted on the map.)

- ☐ One (1) 4x6 photo of the project site. (Multiple photographs may be submitted if so desired.)

- ☐ One (1) 4x6 photo of each affected structure and the year built.

FLOOD MITIGATION ASSISTANCE PROGRAM
State of Michigan – Local Disaster Assistance Agreement

This certification by the _____ (applicant) shall be effective on the date signed by the applicant. It shall apply to all assistance funds provided by or through the State to the applicant under the Flood Mitigation Assistance Program, pursuant to Sections 553 and 554 of PL 103-325, as amended.

The designated representative of the applicant certifies that:

6. He/she has legal authority to apply for assistance on behalf of the applicant.
7. The applicant is aware that the limited funding available for mitigation requires cost-sharing on the basis of 75 percent federal and 25 percent non-federal contributions unless otherwise specified by the State.
8. The applicant may be required to provide the full non-federal share for such mitigation activities.
9. The local cost share funds will be available within the specified time.
10. The applicant will comply with all applicable codes, standards, and permit requirements as pertain to this project and agrees to provide maintenance as appropriate.

Designated Representative's Signature:

Name (Typed)

Signature

Title

Date

EMD-13 (09/02) MICHIGAN STATE POLICE Emergency Management Division		PRE-DISASTER MITIGATION PROGRAM		AUTHORITY: 1976 PA 390, as amended
		PROJECT APPLICATION		COMPLIANCE: Voluntary, but completion necessary to be considered for grant
Directions: 9. See instructions in the Hazard Mitigation Grant Handbook. 10. Complete all sections. (Boxes will automatically expand as needed.) 11. <u>DO NOT</u> use: staples; binders; dividers; inserts or unusual sized pages. 12. Submit to the Mitigation Unit, Emergency Management Division.			FOR EMD USE ONLY	
			Application #:	
			Project #:	
			Date Received:	
A. APPLICANT INFORMATION				
Name of Organization/Agency:				
Type of Organization (check one):				
<input type="checkbox"/> State Agency <input type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribe or Authorized Tribal Organization <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (explain)				
Project Title:				
B. CONTACT INFORMATION				
PRIMARY POINT OF CONTACT			ALTERNATE POINT OF CONTACT	
Name:			Name:	
Title:			Title:	
Agency:			Agency:	
Address/P.O. Box Number:			Address/P.O. Box Number:	
City:		Zip Code:	City:	
Telephone Number:		ext.	Telephone Number:	
Fax Number:			Fax Number:	
E-mail Address:			E-mail Address:	
C. PROJECT INFORMATION				
Location of Project		County:		
		Township: T Range: R Section:		
		Street Address or Nearest Intersection:		
Does your community participate in the National Flood Insurance Program?		<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter Community Identification Number:		

Is the project in a FEMA identified flood area?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter FIRM Panel Number:
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Describe the problem you will be solving. (**DO NOT** write “see attached”)

Describe the Project Solution **IN DETAIL**. (**DO NOT** write “see attached”)

D. PROJECT COSTS

Project Totals	Federal Share: (75%)
	Applicant Share: (25%)
	Source of Applicant Share:
	Grand Total of Project: (100%)

COST ESTIMATE BREAKDOWN

ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE

(NOTE: Totals <u>MUST</u> equal “Grand Total of Project” amount.)	TOTAL COST	
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EXAMPLE:				
COST ESTIMATE BREAKDOWN				
ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE
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Public Meeting	1	Lump Sum	\$1,000	\$1,000
Common Functional Elements Used for Costs Breakdown are: Project Management; Comprehensive Study; Engineering and Design; Site Acquisition; Construction; Labor, and Other.				

E. BENEFIT COST INFORMATION		
How long will the project continue to solve the problem?		
Annual Maintenance Costs:		
For Flood Acquisition or Elevation Projects complete Box A for each structure. For other types of projects complete Boxes B and C .		
BOX A. Flood Acquisition or Elevation Projects		
Address:	Address:	Address:
Year built:	Year built:	Year built:
Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)	Type of structure: (identify 1 or 2 story, with or without basement)
Square footage:	Square footage:	Square footage:
First floor elevation:	First floor elevation:	First floor elevation:
Current local construction costs per square footage:	Current local construction costs per square footage:	Current local construction costs per square footage:

BOX B. Damages Before Mitigation
(for projects other than flood acquisition or elevation)

Physical Damage:

What damage is being experienced? List everything that gets damaged. How much does each listed damage cost? (Explain how the cost was determined for each.)

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EXAMPLE:

What is Damaged?	Cost of Damage	How often does this damage occur?	How was the cost determined?
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Road Damage	\$8,000	Every 5 years	10 laborers for 24 hrs each @ \$15/hr. = \$3,600, + 2 backhoes @ \$50/hr for 24 hrs = \$2,400, + 200 yd. Fill material @ 10/yd = \$2,000
Furniture Warehouse	\$10,500	Every 5 years	Insurance claims for 1 ft. water in warehouse – furnace repairs \$500, + loss inventory \$10,000
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Loss of Function Damage:**(BOX B. continued)**

When residents lose certain utility services (electric power, portable water, and wastewater) FEMA allows for calculation of damages based on pre-assigned dollar losses for each utility. The calculations take into account the length of service interruption, the number of individuals who lose service, and the type of loss (partial or complete loss of the service). Complete the chart below for each service loss that is experienced. The data will be used to calculate a damage amount. For the electronic version, drop down menus are available under the columns “Service Lost?” and “Type of Loss?”, just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number or Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damage:**(BOX B. continued)**

When roads or bridges are closed FEMA allows for calculation of damages based on pre-assigned dollar losses for each vehicle detoured. The calculation takes into account the average daily traffic volume (number of cars) that will be detoured, and the length (in time, NOT distance) of the detour (how long will it take each vehicle to route around the detour). Complete the chart below for each detour experienced. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day?	Length (in time) of Detour	How long is the detour in place?	How often do the detours occur?

BOX C. Projected Damages After Mitigation

Physical Damage After Mitigation:

List the projected damages that will continue to occur **AFTER** completion of the project. How much would each projected damage cost? (Explain how the cost was determined for each.)

What may be Damaged?	Cost of Damage	How often will this damage occur?	How was the cost of the damage determined?

Loss of Function Damage After Mitigation:

(BOX C. continued)

If utility services would continue to be lost after mitigation, complete the chart below for each loss that would be experienced. For the electronic version, drop down menus are available under the columns "Service Lost?" and "Type of Loss?", just click on the gray area for the drop down menu.

Service Lost	Type of Loss	Number of Residents Impacted	Length of Service Interruption	How often does this loss occur?

Detour Damages AFTER Mitigation:

(BOX C. continued)

If detours would continue to occur **AFTER** mitigation, complete the chart below for each projected detour. The data will be used to calculate a damage amount.

Average number of vehicles that travel the detoured road each day	Length (in time) of detour	How long is the detour in place?	How often do the detours occur?

F. ALTERNATIVES CONSIDERED

Federal regulations require that credible alternatives must be considered during the decision making process. Please outline alternatives, other than the proposed project, that were considered.

Alternative #1.

Alternative #2.

Alternative #3.
Reasons why the proposed project was chosen over the alternatives:
How was the alternative chosen? (i.e. Was this strictly a government decision? Was there public participation, public notices, etc.?)
G. MISCELLANEOUS PROJECT INFORMATION
ENVIRONMENTAL CONSIDERATIONS
<p>17. Are there known environmental concerns associated with the project or known sensitive natural features that could be impacted by the project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:</p> <p>18. What is the name and type of the nearest body of water (lake, pond, river, stream, etc.):</p> <p>19. Estimate the distance from the nearest part of the project to the nearest body of water:</p> <p>20. Estimate the distance from the nearest part of the project to a wetland:</p> <p>21. Estimate the distance from the nearest part of the project to a Great Lakes coastline:</p> <p>22. Estimate the distance from the nearest part of the project to agricultural land:</p> <p>23. Is the project near a wilderness area or wildlife refuge? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance:</p> <p>24. Is the project near any known historic structures? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, estimate the distance:</p>
ENVIRONMENTAL JUSTICE
<p>5. Are there concentrations of low-income or minority populations in or near the project area(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:</p> <p>6. Does the project have disproportionately high or adverse effects on low income or minority populations? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:</p>

PROJECT WORK SCHEDULE

Please provide a generic timeline (i.e., do not use specific dates) of key activities to complete the project. The performance period of the grant, if awarded, will be established based on the work schedule provided here. Please make sure the work schedule is practical and incorporates sufficient time for administrative activities.

Activity	Timeframe

EXAMPLE:

Activity	Timeframe
Complete Construction Plans	2 months
Bid Letting	1 month
Construction	2 months
Final inspection and Project completion	1 month

H. EARLY WARNING SIREN INFORMATION

Complete the following questions **ONLY** if the project is for early warning sirens.

1. What is the population of your community?

2. How many sirens does your community currently have?

3. What **percentage** of the population is currently covered by sirens?

4. How many sirens do you want to purchase with this grant?

5. What **percentage** will be covered after these new sirens are in place?

6. Provide the following location information for each proposed siren.

TOWNSHIP	RANGE	SECTION	STREET ADDRESS OR MAJOR INTERSECTION

I. REQUIRED MAPS AND PHOTOGRAPHS

The following maps and photographs are required to meet environmental review requirements and must be submitted as part of the grant application. If submitting the grant application electronically, electronic maps and photographs must be attached. If submitting the grant application as a hard copy, hard copy maps and photographs must be attached. Failure to submit these documents may result in slower processing of the grant application.

Two (2) 8 ½ x 11 maps of the project location:

- ☐ One (1) general map of the project location
- ☐ One (1) localized map highlighting the exact location of the project (if there are multiple addresses each must be highlighted on the map.)

- ☐ One (1) 4x6 photo of the project site. (Multiple photographs may be submitted if so desired.)

- ☐ One (1) 4x6 photo of each affected structure and the year built.

PRE-DISASTER MITIGATION PROGRAM
State of Michigan – Local Disaster Assistance Agreement

This certification by the _____ (applicant) shall be effective on the date signed by the applicant. It shall apply to all assistance funds provided by or through the State to the applicant under the Pre-Disaster Mitigation Program, pursuant to Sections 102 and 203 of PL 93-288, as amended by PL 106-390.

The designated representative of the applicant certifies that:

11. He/she has legal authority to apply for assistance on behalf of the applicant.
12. The applicant is aware that the limited funding available for mitigation requires cost-sharing on the basis of 75 percent federal and 25 percent non-federal contributions unless otherwise specified by the State.
13. The applicant may be required to provide the full non-federal share for such mitigation activities.
14. The local cost share funds will be available within the specified time.
15. The applicant will comply with all applicable codes, standards, and permit requirements as pertain to this project and agrees to provide maintenance as appropriate.

Designated Representative's Signature:

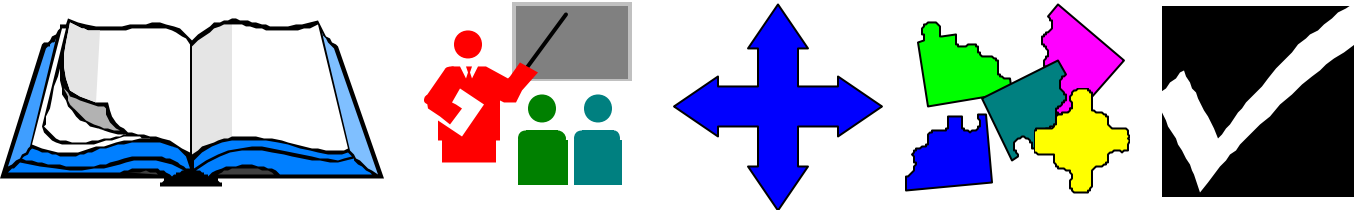
Name (Typed)

Signature

Title

Date

PLANNING APPLICATION FORMS...



HMGP Planning Application	50
FMAP Planning Application	56
PDMP Planning Application	62

EMD-30 Rev. (9/02) Michigan State Police Emergency Management Division	HAZARD MITIGATION GRANT PROGRAM PLANNING APPLICATION	AUTHORITY: 1976 PA 390, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant				
Directions: 1. Complete all sections. (Boxes will automatically expand as needed.) 2. Submit to the Mitigation Unit, Emergency Management Division.		<table border="1"> <tr> <th style="background-color: black; color: white;">FOR EMD USE ONLY</th> </tr> <tr> <td>Application #:</td> </tr> <tr> <td>Project #:</td> </tr> <tr> <td>Date Received:</td> </tr> </table>	FOR EMD USE ONLY	Application #:	Project #:	Date Received:
FOR EMD USE ONLY						
Application #:						
Project #:						
Date Received:						
A. APPLICANT INFORMATION						
Name of Organization/Agency:						
Type of Organization (check one): <input type="checkbox"/> Regional <input type="checkbox"/> County <input type="checkbox"/> City or Township <input type="checkbox"/> Indian Tribe or Authorized Tribal Organization If this project will result in separate plans for multiple jurisdictions, please list the names of those communities here:						
Project Title:						
Planning Approach: <input type="checkbox"/> Stand alone mitigation plan(s) <input type="checkbox"/> Integration into existing comprehensive plan(s) Please provide a detailed explanation of planning approaches and expected deliverables:						

Additional Information: Check the appropriate boxes if your jurisdiction includes (or has convenient access to): <input type="checkbox"/> Planning Commission <input type="checkbox"/> Planning Department <input type="checkbox"/> GIS Department <input type="checkbox"/> MSU Extension Office <input type="checkbox"/> State University <input type="checkbox"/> Other college		
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B. CONTACT INFORMATION			
PRIMARY POINT OF CONTACT		ALTERNATE POINT OF CONTACT	
Name:		Name:	
Title:		Title:	
Agency:		Agency:	
Address/P.O. Box Number:		Address/P.O. Box Number:	
City:	Zip Code:	City:	Zip Code:
Telephone Number:	ext.	Telephone Number:	ext.
Fax Number:		Fax Number:	
Email Address:		Email Address:	

C. PROJECT COSTS				
Project Totals		Federal Share: (75%)		
		Applicant Share: (25%)		
		Source of Applicant Share:		
		Grand Total of Project: (100%)		
COST ESTIMATE BREAKDOWN				
ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE
(NOTE: Totals MUST equal "Grand Total of Project" amount.)			TOTAL COST	

EXAMPLE:

COST ESTIMATE BREAKDOWN

ITEM	UNIT QUANTITY	UNIT OF MEASURE	UNIT COST	COST ESTIMATE
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Engineering Plans	100	Hours	\$100	\$10,000
Public Meeting	1	Lump Sum	\$1,000	\$1,000

Common Functional Elements Used for Costs Breakdown are: Project Management; Comprehensive Study; Labor; Consultant Fees; Printing Costs; Software and materials that are used specifically for hazard mitigation.

D. PLANNING COMPONENTS

Who will have primary responsibility for completing the following components of the plan? Include the name of the person or persons that will be involved and their department and/or agency for each identified step.

1. Community Profile(s) identifying all the important features (environmental, demographic, land use, special areas and special populations) that need protection from hazards.

Department/Agency:

Contact Name: _____ **Telephone Number:** _____ **ext.** _____

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Department/Agency:

Contact Name: _____ **Telephone Number:** _____ **ext.** _____

3. Obtaining Input from local officials and the public about hazards that may affect the community.

Department/Agency:

Contact Name: _____ **Telephone Number:** _____ **ext.** _____

4. Risk and Vulnerability Assessments in which significant hazards are analyzed in detail, estimating the amount and type of damage and disruption they may cause to the community, the probability of such disruption occurring, the specific areas in which harm may occur, and the priority with which such threats are to be addressed by the community.

Department/Agency:

Contact Name: _____ **Telephone Number:** _____ **ext.** _____

5. Brainstorming Goals and Objectives that will guide the community's efforts to prevent or lessen harm from identified hazards, consistent with community capabilities and political processes, and informed by institutional and public input from the community.

Department/Agency:

Contact Name: _____ **Telephone Number:** _____ **ext.** _____

<p>6. <u>Brainstorming Specific Mitigation Actions</u> that may reduce the community's vulnerability to hazards, and which will be evaluated and selected in terms of their political, social, economic and environmental feasibility.</p>		
<p>Department/Agency:</p>		
Contact Name:	Telephone Number:	ext.
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<p>Department/Agency:</p>		
Contact Name:	Telephone Number:	ext.
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<p>Department/Agency:</p>		
Contact Name:	Telephone Number:	ext.
<p>9. <u>Adopting the Final Plan</u> to show the community's (or communities') commitment to implementing its mitigation actions.</p>		
<p>Department/Agency:</p>		
Contact Name:	Telephone Number:	ext.
<p>10. <u>Monitoring Plan Implementation</u> to identify successful mitigation projects, any weaknesses or shortcomings of the plan, and to note new items or conditions that should be including in future revisions of the plan.</p>		
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1. Identify at least one professional planner who will be involved in developing the hazard mitigation plan for the community (or communities).

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Contact Name:

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I certify to the best of my knowledge and belief that the information provided in this application and supporting documentation is true and correct. I also have the legal authority to apply for assistance on behalf of the applicant.

Signed for the applicant:

Typed name

Signature Title Date

EMD-30 Rev. (9/02) Michigan State Police Emergency Management Division	FLOOD MITIGATION ASSISTANCE PROGRAM	AUTHORITY: 1976 PA 390, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant
PLANNING APPLICATION		
Directions: 1. Complete all sections. (Boxes will automatically expand as needed.) 2. Submit to the Mitigation Unit, Emergency Management Division.		FOR EMD USE ONLY
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		Project #:
A. APPLICANT INFORMATION		Date Received:
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Type of Organization (check one): <input type="checkbox"/> Regional <input type="checkbox"/> County <input type="checkbox"/> City or Township <input type="checkbox"/> Indian Tribe or Authorized Tribal Organization If this project will result in separate plans for multiple jurisdictions, please list the names of those communities here:		
Project Title:		

Planning Approach:

☐ Stand alone mitigation plan(s) ☐ Integration into existing comprehensive plan(s)

Please provide a detailed explanation of planning approaches and expected deliverables:

Additional Information:**Check the appropriate boxes if your jurisdiction includes (or has convenient access to):**

- ☐ Planning Commission ☐ Planning Department ☐ GIS Department
☐ MSU Extension Office ☐ State University ☐ Other college

B. CONTACT INFORMATION

PRIMARY POINT OF CONTACT		ALTERNATE POINT OF CONTACT	
Name:		Name:	
Title:		Title:	
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COST ESTIMATE BREAKDOWN

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EMD-30 Rev. (9/02) Michigan State Police Emergency Management Division	PRE-DISASTER MITIGATION PROGRAM PLANNING APPLICATION	AUTHORITY: 1976 PA 390, as amended COMPLIANCE: Voluntary, but completion necessary to be considered for grant
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	Applicant Share: (25%)
	Source of Applicant Share:
	Grand Total of Project: (100%)

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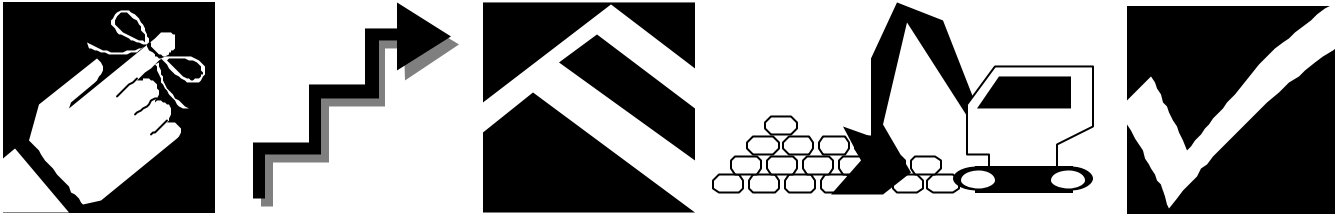
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Signature Title Date

QUARTERLY REPORTING FORMS...



HMGP Quarterly Reporting Form	69
FMAP Quarterly Reporting Form	71
PDMP Quarterly Reporting Form	73

19. Problems encountered during the Quarter:

20. Assistance Needed:

21. ADDITIONAL COMMENTS:

Note: If available, please submit “in-progress” photographs of the project for the project file.

19. Problems encountered during the Quarter:

20. Assistance Needed:

21. ADDITIONAL COMMENTS:

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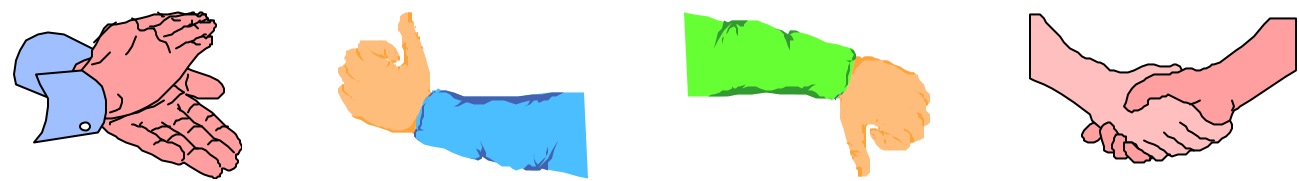
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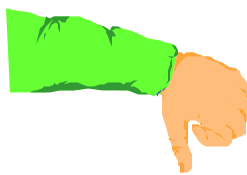
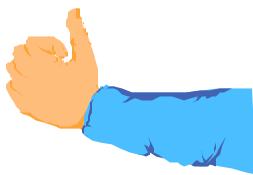
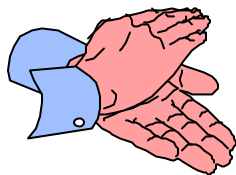
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PROGRAM PERFORMANCE SURVEY FORMS...



HMGP Program Performance Survey Form.....	76
FMAP Program Performance Survey Form.....	77
PDMP Program Performance Survey Form	78

PROGRAM PERFORMANCE SURVEY FORM... HAZARD MITIGATION GRANT PROGRAM (HMGP)



This form is being sent to subgrantees in an effort to gather information on the effectiveness and efficiency of our hazard mitigation program administration. Although completion of this form is strictly voluntary, your answers will help us better meet your needs in future years. Please return this form to the EMD/MSP within 15 calendar days, if possible. Thank you in advance for your participation!

Please check your response to the following items:

1. Overall satisfaction with the grant program:

very satisfied () somewhat satisfied () not satisfied ()
Comments:

2. Efficiency of program components:

a. Guidance Provided

very informative () somewhat informative () not informative ()
Comments:

b. Application Form / Application Process

very efficient () somewhat efficient () not efficient ()
Comments:

c. Project Selection Process

very efficient () somewhat efficient () not efficient ()
Comments:

d. Processing of Application by the EMD/MSP

very efficient () somewhat efficient () not efficient ()
Comments:

e. Grant Disbursement

very efficient () somewhat efficient () not efficient ()
Comments:

f. Quarterly Reporting

very efficient () somewhat efficient () not efficient ()
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g. Project Inspection (if applicable)

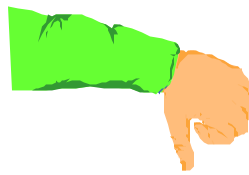
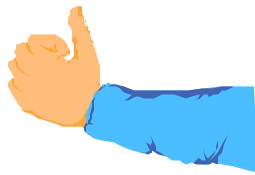
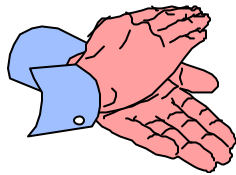
very efficient () somewhat efficient () not efficient ()
Comments:

Jurisdiction:

Contact (Name/Phone#):

YOUR PARTICIPATION IS GREATLY APPRECIATED!

PROGRAM PERFORMANCE SURVEY FORM... FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP)



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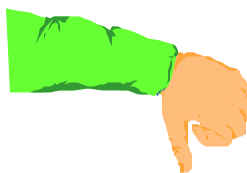
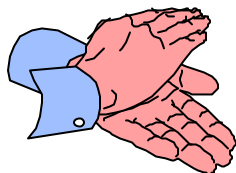
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Comments:

Jurisdiction:

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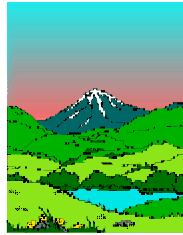
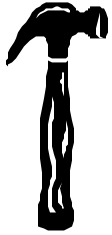
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COMMON HAZARD MITIGATION TOOLS...



Corrective Measures

When structures and communities are located in hazardous areas, corrective measures are directed at working with current conditions. Examples of corrective measures include:

Acquisition. Public acquisition and management of lands that are vulnerable to damage from local hazards. Following acquisition, land uses more appropriate to the degree of risk may be chosen. Public acquisition has been achieved by: a) purchase at full market value; b) purchase at less than full market value through such methods as foreclosure of tax delinquent property, bargain sales, purchase and lease back, etc.; c) donation, through reserved real estate, donation by will, donation and lease back; d) leases; and e) easements.

Relocation. Permanent evacuation of hazard-prone areas through movement of existing hazard-prone development and population to safer areas. The two common approaches to relocation are physical removal of buildings to a safer area with future use of the vacated area limited to permanent open space, and substitution of existing uses for others that are less vulnerable to the hazard.

Redevelopment. Rebuilding damaged areas in such a way that future damages are reduced and economic viability is improved. An example of this approach would be the redesign of deteriorated urban areas using renewal authorities and funds.

Modifications. Modifications can be made both to a site and to a structure. Examples include landscape grading, or retrofitting existing structures to be damage resistant (i.e., floodproofing existing buildings, adding structural braces to buildings to improve earthquake or tornado resistance, etc.)

Public Works Measures

This category covers the most commonly known engineering measures used to contain or redirect natural hazards away from development and affected populations. Examples of these types of measures include:

Structural Protection Measures. Construction of measures that directly protect people and property at risk (in Michigan, primarily from flood hazards). Examples include dams, reservoirs, dikes, levees, seawalls, bulkheads, revetments, high flow diversions, and spillways.

Land Treatment. Measures that are intended to reduce the intensity of hazard effects by modifying the natural environment. Examples include reforestation, contour plowing, grading, and soil stabilization.

Planning and Regulatory Measures

Government has the power and resources to guide and influence the location, type, and amount of development within a jurisdiction. The tools of this "development management" are contained in the community's plans, regulations, public facilities and taxation measures, in addition to land acquisition policies that were discussed previously.

Plans. Land use plans specify the planned location of types of development activity, including commercial, industrial, and residential. As a hazard mitigation tool, plans can also identify hazard areas such as floodplains, fault zones, landslide and high-erosion areas, and hazardous waste sites. Land use plans can guide concentrated development away from these hazard areas by designating them for open space or other low density uses.

Zoning. Zoning ordinances are used to regulate the use of land and structures to ensure the public health, safety, and general welfare. Hazard areas such as floodplains can be zoned as low density districts. Hazard areas can also be identified in other zoning districts where special performance standards may be applied to development.

Regulations. Certain regulations, such as subdivision regulations, place requirements and standards for the conversion of raw land into building sites. These types of regulations can require floodproofing of such facilities as water and sewer lines, and storm drains. The subdivider can be required to prevent environmental degradation and to mitigate hazards. Development in high-hazard areas can be prevented or protected by requiring elevation or floodproofing. The regulations may also require that hazard information appear on deeds for lots within the development.

Environmental regulations also provide an opportunity to accomplish hazard mitigation. Since sensitive areas are protected by these regulations, mitigation can be accomplished when this protection reduces hazard impacts, and when the protection guides new development away from these areas.

Codes. Building codes protect lives and property by setting standards for construction materials, techniques, and design procedures. Both performance codes and specification codes can be valuable hazard mitigation tools when used to require protection of new construction. Housing and sanitary codes establish minimum standards, one for occupancy and the other for waste disposal. Special standards may be established for hazard-prone areas.

Disclosure. Hazard mitigation goals can be accomplished by requiring sellers and real estate brokers to inform prospective buyers about the vulnerability of buildings and lots to specific hazards.

Moratoria. Ordinances or regulations can be applied to delay rebuilding after a disaster until mitigation priorities have been established. This can be done either before, or immediately following a disaster.

Development Rights. This type of regulation or policy may prevent development in hazardous areas by purchasing the development rights from the seller. The land can then be maintained in open space, or leased

back for agricultural purposes. Another option is to transfer the development rights to another location that is safer. By increasing densities in the safer location in exchange for decreased densities in the hazard zone, both sellers and developers can realize a profit while accomplishing hazard mitigation at little or no cost to government.

Open Space Planning. By employing some of the same strategies as for acquisition of developed properties, jurisdictions can lessen the potential for natural hazards by acquiring vulnerable undeveloped areas.

Persuasion and Encouragement

Other mitigation strategies are available to discourage new development in hazardous areas and encourage practices that are consistent with mitigation goals. These include:

Incentives. Financial incentives and disincentives, such as taxes, mortgage standards, and insurance credits can be used to conform to mitigation objectives. An example of a disincentive would be the denial of loans to would-be borrowers who cannot show that hazard-related standards are being met.

Location. Leading by example, such as a clear and consistent government policy aimed at preventing the location of public buildings in hazardous areas, may discourage private development in these locations. An extension of this policy would be the denial of public services, such as water, power, sewage, and police and fire services into these areas. Finding alternatives to repairing or rebuilding damaged public facilities which service hazard-prone areas may also set an example for the private sector.

Public Education and Awareness Measures

Public awareness programs are necessary to periodically inform and remind people about an area's hazards, and the measures necessary to minimize potential damage and injury. Tools in this category include:

Public Relations. Providing general information or establishing public consensus can be accomplished through a formal or informal public relations program.

Public Information. Information about hazards or mitigation efforts can be disseminated through the media.

Public Hearings. The public may obtain information and express opinions about mitigation efforts at public forums run by appropriate government agencies.

Surveys and Polls. Government agencies or other organizations can gather information about public support for mitigation efforts.

Public Education. Learning experiences, such as workshops and seminars, may be used to communicate hazard mitigation information to special target audiences.



ACQUISITION/RELOCATION: A voluntary program offered through the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMAP), and Pre-Disaster Mitigation Program (PDMP) where repetitively flooded structures may be acquired by a municipality in order to remove the structure from the floodplain. The property owner is given pre-flood fair market value for the property. The municipality then clears the property of the structure and maintains the property as open space in perpetuity. The State is the administrator of the grant throughout this process and monitors the municipality in maintaining this property as open space.

ASSISTANCE: Any form of federal grant to implement cost-effective mitigation measures that will reduce the risk of future damage, hardship, loss, or suffering as a result of major disasters.

BASE FLOOD: That flood having a one percent chance of being equaled or exceeded in any given year. Commonly called the “100-year” flood.

COMMUNITY: Any state or area or political subdivision thereof, or any Indian Tribe or authorized tribal organization, or Alaska Native Village or authorized native organization which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

COUNTY OR LOCAL EMERGENCY MANAGEMENT COORDINATOR: A person appointed pursuant to Act 390, P.A. 1976, as amended, to coordinate emergency management activities for a county or municipal emergency management program. Also commonly called County or Local “Emergency Manager.”

DAMAGE ASSESSMENT: The systematic process of determining and appraising the nature and extent of the loss, suffering, or harm to a community resulting from an emergency/disaster.

DISASTER FIELD OFFICE (DFO): The location established within the disaster area that functions as the joint federal-state center for all response and recovery activities.

DISASTER MITIGATION ACT (DMA) OF 2000: Public Law 106-390, signed into law on October 30, 2000, which amended sections of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and placed new hazard mitigation planning requirements on states and local governments in order to obtain Stafford Act disaster relief assistance.

DISASTER RECOVERY CENTER (DRC): A location established within the disaster area that functions as a “one-stop” information source for disaster recovery and hazard mitigation-related issues. DRCs are staffed by personnel from FEMA and other federal agencies, state and local agencies, and private, voluntary relief organizations.

DISTRICT COORDINATOR: The Michigan State Police Emergency Management Division employee serving at any of eight State Police District Headquarters, whose primary job is to work directly with local communities on emergency management activities.

DRY FLOODPROOFING: Any combination of adjustments and/or additions to structures that are intended to eliminate or reduce the potential for flood damage by preventing water from entering the structure. (Examples: waterproof walls and floors; permanently or contingently seal doors, windows, or other openings; build a berm higher than the floor level.)

ELEVATION: A voluntary program offered through the HMGP, FMAP and PDMP to raise the first floor of a structure at least one-foot above the recorded base flood (“100-year”) elevation. Utilities can also be raised to reduce damage to structures.

EMERGENCY MANAGEMENT DIVISION (EMD/MSP): The division within the Department of State Police that coordinates the comprehensive emergency management activities (mitigation, preparedness, response and recovery) of state and local government and maintains the Michigan Emergency Management Plan and Michigan Hazard Mitigation Plan. The Emergency Management Division is also the primary state coordinating agency for the HMGP, FMAP and PDMP, and serves as the administrative arm of the Michigan Hazard Mitigation Coordinating Council (MHMCC).

ENVIRONMENTAL ASSESSMENT: A document that is prepared when an HMGP, FMAP or PDMP project does not qualify as a categorical exclusion and serves to determine whether an Environmental Impact Statement is needed.

ENVIRONMENTAL IMPACT STATEMENT: A document that is prepared for all actions significantly affecting the environment.

EXECUTIVE ORDER 1977-4: A Michigan Executive Order issued by Governor William G. Milliken on May 13, 1977 that 1) designated an administering state agency for the state flood hazard management program, 2) directed state agency directors to prevent uneconomic uses and the development of the State’s floodplains, and 3) directed state agency directors to reduce the risk of flood losses in connection with state lands and installations and state financed or supported improvements. This Executive Order is still in effect and continues to provide a foundation for the state’s floodplain management efforts, in conjunction with Executive Directive 2001-5 (see below).

EXECUTIVE ORDER 1998-5: A Michigan Executive Order issued by Governor John Engler on July 29, 1998 that established the Michigan Hazard Mitigation Coordinating Council (MHMCC) and assigned administrative functions associated with the council to the Emergency Management Division, Department of State Police.

EXECUTIVE DIRECTIVE 2001-5: A Michigan Executive Directive issued by Governor John Engler on September 11, 2001 that directed the Michigan Department of Environmental Quality, as the lead state agency, and the Michigan Hazard Mitigation Coordinating Council and various other state agencies to develop a statewide, interagency flood mitigation strategy to assure compliance with the State Flood Hazard Mitigation Plan (see Executive Order 1977-4 above).

EXECUTIVE ORDERS 11988 AND 11990: The requirements to avoid direct or indirect support of floodplain development and to minimize harm to floodplains and wetlands. Federal decision-makers are obligated to comply with these orders, accomplished through an eight-step decision-making process.

EXECUTIVE ORDER 12699: Requires that new construction of Federal buildings must comply with appropriate seismic design and construction standards.

EXECUTIVE ORDER 12898: Requires Federal agencies to make environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States.

FACILITY: Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President to manage the federal response to a major disaster or emergency, including the provision of hazard mitigation assistance to a state.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): The federal agency that coordinates emergency planning, preparedness, mitigation, response and recovery within the federal government. FEMA has been delegated primary responsibility for administering the President's Disaster Relief Program, which includes the Hazard Mitigation Grant Program. FEMA also administers the Flood Mitigation Assistance Program and Pre-Disaster Mitigation Program.

FEDERAL HAZARD MITIGATION OFFICER (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

FEDERAL-STATE AGREEMENT: The document that states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided. This agreement imposes binding obligations on FEMA, the State, and local governments in the form of conditions for assistance which are legally enforceable.

FINDING OF NO SIGNIFICANT IMPACT: A determination that an action will have no significant impact on the environment.

FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP): A program created under the National Flood Insurance Reform Act of 1994 to provide mitigation planning and project grants to states and communities. The program is funded through flood insurance policy fees. A maximum of \$20 million in grant money is available annually.

FLOODPLAIN: The lowland and relatively flat areas adjoining inland or coastal waters including, at a minimum, that area subject to a one percent or greater chance of flooding in any given year (the “base flood” or “100-year flood”).

FLOODPLAIN MANAGEMENT: An overall community program of corrective and preventive measures for reducing flood damage. These measures take a variety of forms and generally include zoning, subdivision or building requirements, or special purpose flood ordinances.

GRANT: An award of financial assistance.

GRANTEE: The government to which a grant is awarded and which is accountable for the use of the funds provided. The State of Michigan is the grantee for the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Pre-Disaster Mitigation Program.

HAZARD MITIGATION: Any action taken to reduce or permanently eliminate the long-term risk to human life and property from natural, technological and human-related hazards.

HAZARD MITIGATION GRANT PROGRAM (HMGP): A program authorized under Section 404 of the Stafford Act that provides funding for hazard mitigation projects that are cost-effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HAZARD MITIGATION STATE ADMINISTRATIVE PLAN: The plan developed by the State to describe the procedures for administration of the Hazard Mitigation Grant Program and Flood Mitigation Assistance Program. These State Administrative Plans are separate, stand-alone support plans to the Michigan Hazard Mitigation Plan.

HAZARD MITIGATION STRATEGY: The report developed by the State, FEMA, other federal agencies, and affected local governments that identifies mitigation measures for implementation and recommends issues to be addressed in the State Hazard Mitigation Plan, including those measures recommended for funding under the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, Pre-Disaster Mitigation Program and other applicable programs. Hazard Mitigation Strategies developed for each Presidentially-declared disaster become addenda to the Michigan Hazard Mitigation Plan.

INTERAGENCY HAZARD MITIGATION TEAM (IHMT): The mitigation team that is activated following flood-related disasters pursuant to the Office of Management and Budget directive on Nonstructural Flood Protection Measures and Flood Disaster Recovery, and the subsequent December 15, 1980 Interagency Agreement for Nonstructural Damage Reduction.

LOCAL EMERGENCY MANAGEMENT COORDINATOR: The person appointed pursuant to 390 PA 1976, as amended, to coordinate emergency management activities for a county or municipal emergency management program. Also commonly called County or Local “Emergency Manager.”

LOCAL GOVERNMENT:

- a. Any county, city, village, town, district, regional authority, public college or university, or other political subdivision of any state, any Indian Tribe or authorized tribal organization, or Alaskan native village or organization; and
- b. Any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision.

MAJOR DISASTER: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any flood, fire, or explosion, in any part of the United States which in the determination of the President cause damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MICHIGAN EMERGENCY MANAGEMENT PLAN (MEMP): The plan which is developed and continuously maintained by the Emergency Management Division, Department of State Police, pursuant to 390 PA 1976, as amended, for the purpose of coordinating the emergency management activities of mitigation, preparedness, response and recovery within the state.

MICHIGAN HAZARD MITIGATION COORDINATING COUNCIL (MHMCC): The body established by Executive Order 1998-5 and composed of representatives from key state agencies, local units of government, the planning industry, and the property and casualty insurance industry, which is responsible for evaluating hazards, identifying and developing strategies, coordinating resources, and implementing measures that will reduce the risk and vulnerability of people and property in Michigan from natural, technological and human-related hazards.

MICHIGAN HAZARD MITIGATION PLAN (MHMP): The plan developed and continuously maintained by the Emergency Management Division, Department of State Police, which describes and coordinates the hazard mitigation activities of state agencies designed to reduce or eliminate the effects of disasters and emergency situations on Michigan citizens and communities.

MITIGATION MEASURE: Any mitigation project, activity, initiative or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA): Public Law 91-190, as amended, which requires that actions affecting the environment comply with specific policies and procedures. NEPA requires that environmental information be available to public officials and citizens before decisions are made and actions are taken.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP): The program established in 1968 under the National Flood Insurance Act to provide property owners in floodplains with federally-subsidized flood insurance in those communities that implement ordinances to reduce future flood losses. The National Flood Insurance Reform Act of 1994 revised and strengthened many aspects of the program.

PRELIMINARY DAMAGE ASSESSMENT (PDA): An assessment done to determine the severity and magnitude of a disaster and also to identify capabilities and resources of state, local and other federal agencies. Identification of hazard mitigation opportunities is a key part of the PDA process.

PRE-DISASTER MITIGATION PROGRAM (PDMP): The program authorized under Section 203 of the Stafford Act the provides funding to states and local communities for cost-effective hazard mitigation activities that complement a comprehensive mitigation program and reduce injuries, loss of life, and damage and destruction of property.

PROJECT: All mitigation work performed at a single site or multiple sites as described on a project summary.

PUBLIC ASSISTANCE: Federal financial assistance provided through the Public Assistance Grant Program (PAGP) to state and local governments or to eligible private nonprofit organizations for disaster-related requirements. Cost-effective hazard mitigation measures may be funded under the PAGP as part of public facility repair, restoration or reconstruction project.

RECORD OF ENVIRONMENTAL REVIEW: A document that is prepared for all Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Pre-Disaster Mitigation Program projects to detail that potential environmental concerns will be addressed. This document serves to determine if an Environmental Assessment is needed.

SECTION 404: The section of the Stafford Act that authorizes the Hazard Mitigation Grant Program (HMGP). The HMGP provides funding for cost-effective hazard mitigation measures.

SECTION 406: The section of the Stafford Act that authorizes the Public Assistance Grant Program (PAGP). This program provides grants to repair, restore, or replace damaged facilities belonging to public and private non-profit entities, and other associated expenses, including emergency protective measures and debris removal. Cost-effective hazard mitigation measures are eligible for funding under the PAGP.

STAFFORD ACT: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988. The Stafford Act amended the Disaster Relief Act of 1974, PL 93-288. The Stafford Act was amended by the Disaster Mitigation Act (DMA) of 2000 (PL 106-390), signed into law on October 30, 2000.

STANDARDS: Codes, specifications or standards for the construction of facilities to include legal requirements for additional features.

STATE COORDINATING OFFICER (SCO): The person appointed by the Governor to manage all aspects of a disaster, in cooperation with the Federal Coordinating Officer (FCO). The Division Commander or Assistant Division Commander of the Emergency Management Division, Department of State Police is normally appointed to this position.

STATE HAZARD MITIGATION OFFICER (SHMO): The person appointed by the State Coordinating Officer to serve as the primary point of contact with FEMA, other federal agencies, and local units of government in the planning and implementation of pre- and post-disaster mitigation activities (including management of the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Pre-Disaster Mitigation Program).

STATE PUBLIC ASSISTANCE OFFICER (SPA0): The person appointed by the State Coordinating Officer to manage the Public Assistance Grant Program on behalf of the State.

STATUTORY ADMINISTRATIVE COSTS: Under the Stafford Act, administrative costs for the preparation of applications for mitigation assistance, progress reports, audits, etc., are reimbursable based on a percentage of financial assistance received.

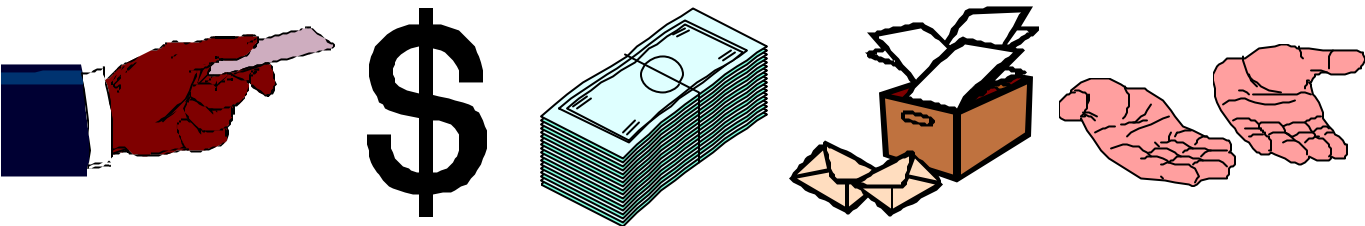
SUBGRANT: An award of financial assistance under a grant by a grantee to an eligible subgrantee.

SUBGRANTEE: The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

WET FLOODPROOFING: Permanent or contingent measures applied to a structure and/or its contents that automatically prevent or provide resistance to damage from flooding by intentionally allowing water to enter the structure. (Examples: Move all electrical outlets above expected flood levels; install floodwalls and protection closets around equipment [i.e., furnace, water heater] that cannot be relocated.)

WETLANDS: Those areas which are inundated or saturated by surface or ground water with a frequency sufficient to support, or that under normal hydrologic conditions does or would support, a prevalence of vegetation or aquatic life typically adapted for life in saturated or seasonally saturated soil conditions.

PAYMENT REQUEST FORMS...



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Request for Reimbursement of Mitigation Project Expenses

Subgrantee _____

Project # _____

Project End Date _____

1) Total of Approved Grant <i>(from page 2 of grant agreement)</i> Federal Share (75%) \$ _____ Local Match (25%) \$ _____ Other \$ _____	Total Project Amount \$ _____
2) Amount Spent to Date <i>(enter the total dollar amount spent to date)</i>	\$ _____
3) Total Received to Date <i>(enter the amount of the federal share of the grant received prior to this request)</i>	\$ _____
4) Total Project Amount Spent Since Last Request <i>(attach supporting documentation – please see instructions on back of form)</i> Contract Work \$ _____ Materials/Supplies/ Equipment Purchase \$ _____ Equipment Usage \$ _____ Labor \$ _____ Travel \$ _____	Total \$ _____
5) Third Party In-Kind Contributions <i>(what portion of box 4 was from third party in-kind contributions)</i>	\$ _____
6) Requested Federal Share Project Reimbursement <i>(attach supporting documentation – please see instructions on back of form)</i>	\$ _____
7) Advanced Funds <i>(prior approval required - please see instructions on back of form)</i>	\$ _____

Signature – Subgrantee's Authorized Representative _____

Date _____

For EMD Use Only

Signature – State Mitigation Representative

Advances will only be granted in rare circumstances. To request an advance, complete the Request for Reimbursement of Mitigation Project Expenses form and submit it to the Emergency Management Division along with written justification for why the subgrantee requires an advance to be able to complete the project. The written explanation should outline a case for why advance funds are needed, the amount requested, a detailed breakdown of what the advance will be spent on, and dates by which the advance funds are expected to be spent. If advance funds will be requested, it is strongly recommended that the subgrantee first contact the Mitigation Unit of the Emergency Management Division to discuss the advance request.

MITIGATION PROJECT CONTRACT WORK RECORD

Subgrantee: _____

Project No. _____

Location of Work: _____

Description of Work: _____

Time Period: _____ to _____

[illegible]

Total Amount:

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

EMD USE ONLY

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials:

Signature - Subgrantee's Authorized Representative

Mitigation Project Materials/Supplies/Equipment Purchase Record

Location of Work:

Time Period:

Check One:

Subgrantee Project Expense
In-Kind Contribution

Vendor	Description of Purchase	Total Quantity	Unit Price	Total Price	Check Number
TOTAL					

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

Signature - Subgrantee's Authorized Representative

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials:

MITIGATION PROJECT FORCE ACCOUNT EQUIPMENT RECORD

Subgrantee: _____
Location of Work: _____
Description of Work: _____
Time Period: _____

Project No. _____

Check One:

☐ Subgrantee Project Expense☐ In-Kind Contribution

Type of Equipment Make and Model	Horsepower and/or Cubic Yard Capacity	date/hours worked each day												Total Hours	Rate per hour (no operator)	Total Cost	
		Date															
		Hrs															
		Hrs															
		Hrs															
		Hrs															
		Hrs															
		Hrs															
		Hrs															
		Hrs															
		Hrs															

I certify that the above information was transcribed from timesheets, payroll records, equipment log,

Total
Cost

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

Signature - Subgrantee's Authorized Representative

EMD USE ONLY

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials:

Mitigation Project Rented Equipment Record

Subgrantee: _____
 Location of Work: _____
 Description of Work: _____
 Time Period: _____ to _____

Project No. _____
 Check One:
☐ Subgrantee Project Expense
☐ In-Kind Contributor

Type of Equipment Indicate size, capacity, horsepower, make and model as appropriate	Date & hours worked	Rate Per Hour			Total Costs	Vendor	Invoice Number	Amount Paid	Check Number
		W/OPR	W/O	OPR					
TOTAL									

I certify that the above information was transcribed from timesheets, payroll records, equipment log,
 invoices, stock records or other documents which are available for audit.

 Signature - Subgrantee's Authorized Representative

EMD USE ONLY

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials: _____

MITIGATION PROJECT LABOR RECORD

Subgrantee: _____
 Location of Work: _____
 Description of Work: _____
 Time Period: _____ to _____

Project No. _____
 Check One:
☐ Subgrantee Project Expense
☐ In-Kind Contribution

Employee Name/Title	date/hours worked each day										Total Hours	Rate per Hour	Total
	Date												
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
	Hours												\$
											Total Hrs.		TOTAL (2)
Regular Pay (2) \$ _____													
x Fringe Benefit Rate _____													
Regular Benefits (1) \$ _____													
(1) \$ _____													
(2) \$ _____													
Grand Total (this page only) \$ _____													

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

Signature - Subgrantee's Authorized Representative _____

EMD USE ONLY

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials: _____

MITIGATION PROJECT TRAVEL EXPENSE RECORD

Subgrantee: _____
 Location of Work: _____
 Description of Work: _____
 Time Period: _____ to _____

Project No. _____
 Check One:
☐ Subgrantee Project Expense
☐ In-Kind Contribution

Employee Name/Title	Dates of Travel	Mileage Rate	Total Miles	Mileage Amount	Lodging Rate	Number of Days	Lodging Amount	Meal Rates	Number of Meals	Meal Amount	Other	Other Description	Total (1),(2),(3),(4)
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				\$			\$			\$	\$		\$
				(1)			(2)			(3)	(4)	TOTAL	\$

I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.

Signature - Subgrantee's Authorized Representative

EMO USE ONLY

This form has been reviewed and found correct with the exceptions as noted.

Reviewer Initials: _____

ADMINISTRATIVE ALLOWANCE REIMBURSEMENT REQUEST FORM

Project # _____

Subgrantee _____

Project End Date _____

Administrative allowance funds are provided in addition to project grant funds and are to be accounted for separately from project grant funds/costs. Administrative allowance funds are to reimburse for the cost of requesting, receiving, and administering the project grant funds. FEMA further advises that activities these funds can be used to pay for include the preparation of the grant application, quarterly reports, audits, related field inspections, recordkeeping, and the filing of reimbursement claims to the state.

FEMA policy requires that subgrantees retain records of how the administrative allowance is spent. However, in contrast to project grant funds, **records for the administrative allowance need not be submitted to the State.** As these funds are subject to audit, records of the administrative allowance expenditure must be retained for three years.

To receive reimbursement for administrative expenses, please complete the sections below and sign. **It is important**, particularly for staff time spent on the project, to carefully distinguish between costs that were incurred due to administrative activities versus costs that were incurred due to activities that should be charged towards the regular project grant funds. For example, if the project manager spends time procuring a contractor for the project, the costs associated with the project manager's time on such an activity should be charged towards the project grant, **not** the administrative allowance, as this activity does not fall under administrative activities as defined above.

Total Approved Administrative Allowance (from page 2 of the Grant Agreement)	\$ _____
Total Administrative Allowance Spent to Date	\$ _____
Administrative Allowance Received to Date	\$ _____
Requested Administrative Allowance	\$ _____

Signature – Subgrantee's Authorized Representative

Date _____

Please note – If the project is complete and this is the final reimbursement request for administrative allowance, the amount available (as reported in the Grant Agreement) will be less if there is a cost underrun on the project. In this case the Emergency Management Division will adjust the payment as appropriate.

State Use Only

REIMBURSEMENT APPROVED - Administrative Allowance \$ _____

Date _____

signature – State Mitigation Representative